



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE

September 04, 2018

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

35 September 4, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER

**SERVICES CONTRACT
TRANSPORTATION CORE SERVICE AREA
AWARD OF SERVICES CONTRACT FOR
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C (ZONE 37) IN THE UNINCORPORATED COUNTY COMMUNITY
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval to award a services contract to Oakridge Landscape, Inc., for landscape maintenance services for North County Group C in the unincorporated County community of Castaic Hillcrest.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
2. Find that these services can be more economically performed by an independent contractor than by County employees.
3. Award and direct the Chair to execute the contract for landscape maintenance services for North County Group C to Oakridge Landscape, Inc., located in Valencia, California. This contract will be for a period of 1 year with three 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 54 months and a maximum potential contract sum of \$2,523,021.

4. Authorize the Director of Public Works or his designee to renew these services contract for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, Oakridge Landscape, Inc., has successfully performed during the previous contract period and the services are still required. Approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or his designee, it is in the best interest of the County to do so.

5. Authorize the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the contract's maximum potential contract sum, for unforeseen, additional work within the scope of the contract, if required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to provide landscape and grounds maintenance services within the unincorporated special landscape maintenance District Zones of the Castaic Hillcrest (Group C) community located in the unincorporated County area of Castaic, which is funded by property assessments pursuant to Landscaping and Lighting Act of 1972 (California Streets and Highways Code, Section 22500, et. seq.). The work to be performed will consist of, but is not limited to, the irrigation and maintenance of turf, ground cover, shrubs, and trees; the pruning of shrubs and trees; and the control of weeds and vegetation disease. This contract includes annual funding to repair and/or modify landscape zones and irrigation systems. The current contract for this service is on a month-to-month extension and will expire on December 31, 2018. The award of this contract will continue the current services by the recommended contractor.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provisions of Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The recommended action enhances opportunities for the business community and supports ongoing efforts in providing these services in an efficient, effective, and fiscally responsible manner and will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County's General Fund.

The annual amount for these services contract is based on the prices quoted by the contractor and our estimated annual utilization of the contractor's services. The total estimated maximum potential contract sum for each contract includes annual funding to repair and/or modify landscape zones and irrigation systems in accordance with the contract and 10 percent of the annual contract sum for unforeseen, additional work within the scope of each contract.

The annual amount for the Group C contract is \$487,790 for the initial term; \$501,076 for the first optional term; \$513,878 for the second optional term; \$527,274 for the third and final optional term; and \$263,637 for a month-to-month extension up to 6 months. The total estimated maximum potential contract sum for Group C is \$2,523,021 for the entire contract period of 54 months.

Funding for the first year of the contract, including additional funding for contingencies is provided by special benefit assessments on the properties within the zone and is included in the Fiscal Year 2018 -19 Budget for the affected landscape maintenance District Fund for Group C (P3B - Zone 37). Funding for future terms will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractor for this service area is Oakridge Landscape, Inc., located in Valencia, California.

The contract has been executed by Oakridge Landscape, Inc., and approved as to form by County Counsel (Enclosure A). The recommended contract was solicited on an open-competitive basis and is in accordance with applicable Federal, State, and County requirements.

A standard services contract has been used that contains terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure B reflects the proposers' utilization participation and community business enterprise program information. Data regarding the proposers' minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the County Code, Section 2.121.380, have been met.

The contractor has agreed to pay its full-time employees the current Living Wage Rate approved by the Board on December 1, 2015, and to comply with the County's Living Wage reporting requirements. The County's Proposition A and Living Wage Ordinance provisions apply to this proposed contract as County employees can perform these contracted services. This contract complies with all the requirements of County Code, Section 2.201.

Methodology approved by the Auditor-Controller was used in the Proposition A cost analysis, which concluded that the recommended contracted services can be performed more economically by the private sector.

ENVIRONMENTAL DOCUMENTATION

These services are categorically exempt from the provisions of the California Environmental Quality Act. These services are within the class of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 (h) of the California Environmental Quality Act and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the services are not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

CONTRACTING PROCESS

On March 28, 2018, a notice of the Request for Proposals (RFP) was placed on the County's "Doing Business With Us" website (Enclosure C); Public Works' "Business Opportunities" website; Twitter;

and advertisements were placed in the Los Angeles Daily Journal, Los Angeles Sentinel, and La Opinión. Also, Public Works informed 1,330 Local Small Business Enterprises; 136 Disabled Veteran Business Enterprises; 88 Social Enterprises; and 358 independent contractors, various business development centers, and municipalities about this business opportunity.

On April 24, 2018, Public Works received four proposals. One of which was disqualified for failure to meet the minimum requirements of the RFP. The remaining proposals were then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, experience, work plan, financial resources, references, and demonstrated control over labor/payroll recordkeeping using the informed averaging methodology for applicable criteria. Based on this evaluation, it is recommended that this contract be awarded to the lowest bid, highest-rated, apparent responsive and responsible proposer, Oakridge Landscape, Inc., located in Valencia, California.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will continue the services without disruption to the public and will not result in the displacement of any County employees as these services are presently contracted with the private sector.

CONCLUSION

Please return one adopted copy of this Board letter along with the Contractor Execute and Department Conform originals of the contract to the Department of Public Works, Business Relations and Contracts Division. The original Board Execute copy should be retained for your files.

Respectfully submitted,



MARK PESTRELLA

Director

MP:JQ:ep

Enclosures

c: Chief Executive Office (Chia-Ann Yen)
County Counsel
Executive Office

AGREEMENT FOR
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY - GROUP C

THIS AGREEMENT, made and entered into this ____ day of _____, 2018, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and OAKRIDGE LANDSCAPE, INC., a California Corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on April 24, 2018, hereby agrees to provide services as described in the Contract for Landscape Maintenance Services for North County - Group C

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Performance Requirements Summary; Exhibit G, Area Maps; Exhibit H, Turf Care Maintenance Specifications; Exhibit I, Irrigation System Maintenance; Exhibit J, Shrub and Ground Cover Maintenance; Exhibit K, Tree Care Maintenance Specifications; Exhibit L, Fertilization Management; Exhibit M, Weed and Pest Control Specifications; Exhibit N, Site Cleanup Specifications; Exhibit O, Brush Clearance Specifications; Exhibit P, Drainage System Maintenance; and Exhibit Q, Oak Tree Management and County Ordinance; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Forms PW-2.1C – PW-2.5C, an amount not to exceed the maximum potential Contract sum of \$2,293,655 for the entire contract period, which includes annual funding to repair and/or modify landscape medians and irrigation systems in accordance with the contract, or such greater amount as the Board may approve (Maximum Contract Sum). The sum for the initial term is \$487,790; the sum for the first optional term is \$507,076; the sum for the second optional term is \$513,878; the sum for the third and last optional term is \$527,274; and a month-to-month extension up to 6 months is \$263,637.

FOURTH: This Contract's initial term shall be for a period of one year commencing upon the Board's approval. The COUNTY shall have the sole option to renew this Contract term for up to three additional one-year periods and six month-to-month extensions, for a maximum total Contract term of four years and six months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting

ENCLOSURE A

through the Director, may give a written notice of intent to renew this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full one year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the unit prices quoted in Forms PW-2.1C – PW-2.5C, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chairman of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

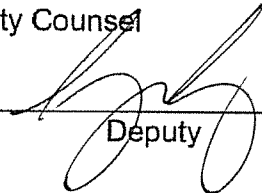
ATTEST:

CELIA ZAVALA
Acting Executive Officer of the
Board of Supervisors of the
County of Los Angeles

By _____
Deputy

APPROVED AS TO FORM:

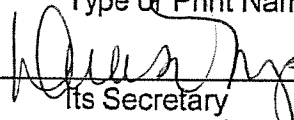
MARY C. WICKHAM
County Counsel

By  _____
Deputy for CS

OAKRIDGE LANDSCAPE, INC.

By  _____
Its President

Jeffrey Myers
Type or Print Name

By  _____
Its Secretary

Denise Myers
Type or Print Name

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
 PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION
 LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY GROUP C

SELECTED FIRM

Small-Sized Business Category Contractor Name	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
None						
Medium-Sized Business Category Contractor Name						
None						
Large-Sized Business Category Contractor Name						
<i>Oakridge Landscape, Inc.</i>	n/a	n/a	n/a	n/a	n/a	n/a

NON-SELECTED FIRMS

Small-Sized Business Category Contractor Name	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
None						
Medium-Sized Business Category Contractor Name						
<i>Rich Meier's Landscaping, Inc.</i>	n/a	n/a	n/a	n/a	n/a	n/a
Large-Sized Business Category Contractor Name						
<i>BrightView Landscapes, Inc.</i>	n/a	n/a	n/a	n/a	n/a	n/a

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
 PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION
 LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY GROUP C**

FIRM INFORMATION*		OAKRIDGE LANDSCAPE, INC.	BRIGHTVIEW LANDSCAPES, INC.	RICH MEIER'S LANDSCAPING, INC.
BUSINESS STRUCTURE		Corporation	Corporation	Corporation
CULTURAL/ETHNIC COMPOSITION				
OWNERS/PARTNERS	Black/African American	0	0	0
	Hispanic/Latino	1/10%	2/28.6%	1/51%
	Asian or Pacific Islander	0	0	0
	American Indian	0	0	0
	Filipino	0	0	0
	White	1/90%	5/71.4%	1/49%
	<i>Female (included above)</i>	0	1/14.3%	1/51%
MANAGER				
	Black/African American	0	60	0
	Hispanic/Latino	11	434	2
	Asian or Pacific Islander	0	9	0
	American Indian	0	1	0
	Filipino	0	0	0
	White	6	1,290	1
	<i>Female (included above)</i>	1	160	0
STAFF				
	Black/African American	0	1,316	0
	Hispanic/Latino	186	10,043	38
	Asian or Pacific Islander	2	136	0
	American Indian	0	18	2
	Filipino	0	0	0
	White	19	3,592	13
	<i>Female (included above)</i>	17	1,001	3
	Total # of Employees:	224	16,899	56

COUNTY CERTIFICATION				
	CBE	N	N	N
	LSBE	N	N	N
OTHER CERTIFYING AGENCY		N/A	N/A	N/A

*Information provided by Proposers in response to the RFP. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

DOING BUSINESS WITH US

County Home

Home

E-mail

FAQ



L.A. county
ONLINE

To Enrich Lives Through Effective and Caring Service

Search for an
Open Bid

- A B C D E F
- G H I J K L
- M N O P Q R
- S T U V W X
- Y Z All

Search By

Bid Title

Sort By

Bid Title

Bid Detail Information

Bid Number : PW-BRCD005
Bid Title : Landscape Maintenance Services for North County
Bid Type : Service
Department : Public Works
Commodity : GROUNDS MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC.
Open Date : 3/28/2018
Closing Date : 4/24/2018 5:30 PM
Bid Amount : \$ 1,025,000
Bid Download : Not Available
Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for three Landscape Maintenance Services for North County (2018-PA023) contracts. Each of the three contracts shall have a maximum potential contract term of 4 years consisting of an initial 1 year term with additional potential three 1 year renewal options. The total estimated annual contract amounts for these services contract groups and their respective landscape maintenance zones are as follows: \$225,000 for Group A; \$500,000 for Group B; and \$300,000 for Group C. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/brcd/servicecontracts/> or may be requested from Mr. Danny Medina at (626) 458-4080 or dmedina@dpw.lacounty.gov or Ms. Ani Karapetyan at (626) 458-4050 or akarapetyan@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/brcd/servicecontracts/>.

Public Works Business Opportunities Website Registration:

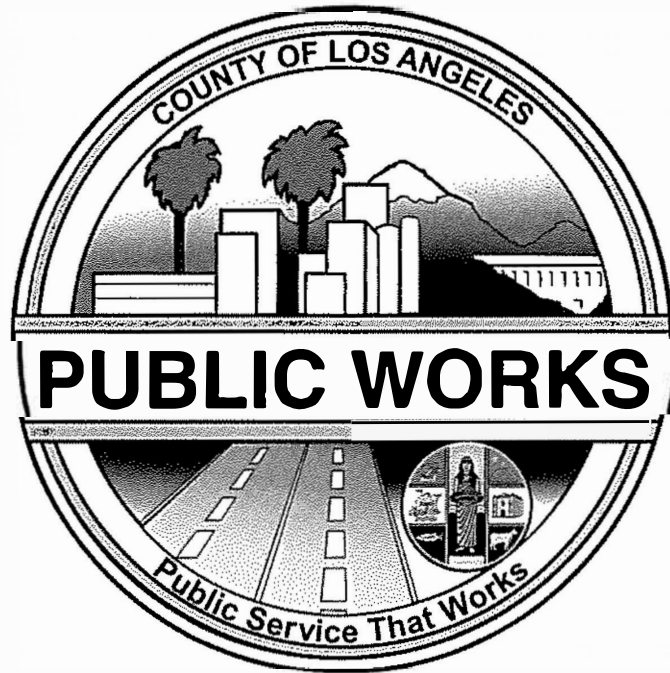
All interested proposers for this RFP are strongly encouraged to register at <http://dpw.lacounty.gov/general/contracts/opportunities/>. Only those firms registered for this RFP through the website will receive automatic notification when any update to this RFP is made. The County does not have an obligation to notify any proposers other than through the Public Works website's automatic notification system.

Doing Business with Local Small Business Enterprise, Disabled Veteran Business Enterprise, and Social Enterprise:

The County strongly encourages participation from firms, primes, and subcontractors, which are certified in the Countys Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs. The Countys LSBE, DVBE, and SE Preference Programs require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE, such as a 15 percent price preference, not to exceed \$150,000, when applicable, and LSBE Prompt Payment Program. The following link provides additional information on being County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

Public Works intends to award three service contracts, one for each Group of landscape maintenance zones identified as Groups A, B, and C. Each Group will be evaluated and awarded independently. Proposers may submit a proposal for one, two, or all three service Groups. Each proposal must

Agreement



78835

BY AND BETWEEN

THE COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS

AND

OAKRIDGE LANDSCAPE, INC.

FOR

LANDSCAPE MAINTENANCE SERVICES FOR
NORTH COUNTY – GROUP C

TABLE OF CONTENTS

AGREEMENT FOR

LANDSCAPE MAINTENANCE SERVICES
FOR NORTH COUNTY – GROUP C

	PAGE
AGREEMENT	1-4
EXHIBIT A Scope of Work	A.1-22
EXHIBIT A.1 Schedule of Prices	1-17
EXHIBIT A.2 Staffing Plan and Cost Methodology	1-4
EXHIBIT B Service Contract General Requirements	
Section 1 Interpretation of Contract	
A. Ambiguities or Discrepancies	B.1
B. Definitions	B.1
C. Headings	B.3
Section 2 Standard Terms and Conditions Pertaining to Contract Administration	
A. Amendments.....	B.4
B. Assignment and Delegation	B.4
C. Authorization Warranty	B.5
D. Budget Reduction	B.5
E. Complaints	B.6
F. Compliance with Applicable Laws	B.6
G. Compliance with Civil Rights Laws	B.7
H. Confidentiality.....	B.7
I. Conflict of Interest	B.8
J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employees on Reemployment List	B.8
K. Consideration of Hiring GAIN and GROW Participants.....	B.9
L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement	B.9
M. Contractor's Charitable Activities Compliance	B.9
N. Contractor's Warranty of Adherence to County's Child Support Compliance Program	B.10
O. County's Quality Assurance Plan.....	B.10
P. Damage to County Facilities, Buildings, or Grounds	B.10
Q. Employment Eligibility Verification	B.11
R. Facsimile Representations.....	B.11
S. Fair Labor Standards	B.11
T. Force Majeure.....	B.12
U. Governing Laws, Jurisdiction, and Venue.....	B.12
V. Most Favored Public Entity.....	B.12
W. Nondiscrimination and Affirmative Action.....	B.13
X. Nonexclusivity.....	B.14

	Y.	No Payment for Services Provided Following Expiration/Suspension/ Termination of Contract.....	B.14
	Z.	Notice of Delays.....	B.14
	AA.	Notice of Disputes.....	B.14
	BB.	Notice to Employees Regarding the Federal Earned Income Credit....	B.15
	CC.	Notices.....	B.15
	DD.	Publicity.....	B.15
	EE.	Public Records Act.....	B.16
	FF.	Record Retention and Inspection/Audit Settlement.....	B.16
	GG.	Recycled-Content Paper Products.....	B.18
	HH.	Contractor's Employee Criminal Background Investigation.....	B.18
	II.	Subcontracting.....	B.19
	JJ.	Validity.....	B.20
	KK.	Waiver.....	B.20
	LL.	Warranty Against Contingent Fees.....	B.20
	MM.	Time Off for Voting.....	B.20
	NN.	Local Small Business Enterprise Utilization.....	B.21
	OO.	Compliance with County's Zero Tolerance Human Trafficking.....	B.21
	PP.	Method of Payment Required Information.....	B.22
	QQ.	Compliance with Fair Chance Employment Hiring Practices.....	B.22
Section 3		Terminations/Suspensions	
	A.	Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program.....	B.23
	B.	Termination/Suspension for Convenience.....	B.23
	C.	Termination/Suspension for Default.....	B.24
	D.	Termination/Suspension for Improper Consideration	B.25
	E.	Termination/Suspension for Insolvency.....	B.25
	F.	Termination/Suspension to Nonadherence to County Lobbyists Ordinance	B.26
	G.	Termination/Suspension for Nonappropriation of Funds	B.26
Section 4		General Conditions of Contract Work	
	A.	Authority of Public Works and Inspection.....	B.27
	B.	Cooperation	B.27
	C.	Cooperation and Collateral Work	B.27
	D.	Equipment, Labor, Supervision, and Materials	B.27
	E.	Gratuitous Work	B.27
	F.	Jobsite Safety	B.27
	G.	Labor	B.28
	H.	Labor Law Compliance	B.28
	I.	Overtime	B.28
	J.	Permits/Licenses	B.28
	K.	Prohibition Against Use of Child Labor	B.28
	L.	Public Convenience	B.29
	M.	Public Safety	B.29
	N.	Quality of Work	B.29
	O.	Quantities of Work	B.29

	P.	Safety Requirements	B.29
	Q.	Storage of Materials and Equipment	B.30
	R.	Transportation	B.30
	S.	Work Area Controls	B.30
	T.	County Contract Database/CARD.....	B.30
Section 5		Indemnification and Insurance Requirements	
	A.	Independent Contractor Status	B.31
	B.	Indemnification	B.31
	C.	Workplace Safety Indemnification	B.31
	D.	General Insurance Requirements	B.32
	E.	Compensation for County Costs	B.36
	F.	Insurance Coverage Requirements	B.36
Section 6		Contractor Responsibility and Debarment	
	A.	Responsible Contractor.....	B.37
	B.	Chapter 2.202 of the County Code.....	B.37
	C.	Nonresponsible Contractor.....	B.37
	D.	Contractor Hearing Board.....	B.37
	E.	Subcontractors of Contractor.....	B.38
Section 7		Compliance with County's Jury Service Program	
	A.	Jury Service Program	B.39
	B.	Written Employee Jury Service Policy	B.39
Section 8		Safely Surrendered Baby Law Program	
	A.	Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law.....	B.41
	B.	Notice to Employees Regarding the Safely Surrendered Baby Law..	B.41
Section 9		Compliance with County's Living Wage Program	
	A.	Living Wage Program.....	B.42
	B.	Payment of Living Wage Rates.....	B.42
	C.	Contractor's Submittal of Certified Monitoring Reports.....	B.43
	D.	Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims.....	B.43
	E.	County Auditing of Contractor Records.....	B.44
	F.	Notifications to Employees.....	B.44
	G.	Enforcement and Remedies.....	B.44
	H.	Use of Full-Time Employees.....	B.46
	I.	Contractor Retaliation Prohibited.....	B.46
	J.	Contractor Standards.....	B.47
	K.	Neutrality in Labor Relations.....	B.47
Section 10		Social Enterprise Preference Program.....	B.48
Section 11		Local Small Business Enterprise Preference Program.....	B.49
Section 12		Compliance with County's Defaulted Property Tax Reduction Program.....	B.50
	A.	Defaulted Property Tax Reduction Program.....	B.50
	B.	Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program	B.50
	C.	Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program.....	B.50

Section 13	Disabled Veteran Business Enterprise Preference Program.....	B.51
Section 14	Prevailing Wages	
	A. Prevailing Wages.....	B.52
	B. Work Records.....	B.52
	C. Posting of Prevailing Wage Rates.....	B.53
	D. Certified Payroll Records.....	B.54
	E. Subcontractor.....	B.54
	F. Mental Health Services for Critical Incidents.....	B.54

EXHIBIT C	Internal Revenue Service Notice 1015
EXHIBIT D	Safely Surrendered Baby Law Posters
EXHIBIT E	Defaulted Property Tax Reduction Program
EXHIBIT F	Performance Requirements Summary
EXHIBIT G	Area Maps
EXHIBIT H	Turf Care Maintenance Specifications
EXHIBIT I.1	Irrigation System Maintenance
EXHIBIT I.2	Irrigated Landscape Specifications
EXHIBIT I.3	Irrigation Schedule
EXHIBIT J	Shrub and Ground Cover Maintenance
EXHIBIT K.1	Tree Care Maintenance Specifications
EXHIBIT K.2	Tree Service Schedule
EXHIBIT L.1	Fertilization Management
EXHIBIT L.2	Fertilization Schedules
EXHIBIT M	Weed and Pest Control Specifications
EXHIBIT N	Site Cleanup Specifications
EXHIBIT O	Brush Clearance Specifications
EXHIBIT P	Drainage System Maintenance
EXHIBIT Q	Oak Tree Management and County Ordinance

AGREEMENT FOR

LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY – GROUP C

THIS AGREEMENT, made and entered into this 4th day of September, 2018, by and between the COUNTY OF LOS ANGELES, a subdivision of the State of California, a body corporate and politic (hereinafter referred to as COUNTY) and OAKRIDGE LANDSCAPE, INC., a California Corporation (hereinafter referred to as CONTRACTOR).

WITNESSETH

FIRST: The CONTRACTOR, for the consideration hereinafter set forth and the acceptance by the Board of Supervisors of said COUNTY of the CONTRACTOR'S Proposal filed with the COUNTY on April 24, 2018, hereby agrees to provide services as described in the Contract for Landscape Maintenance Services for North County – Group C

SECOND: This AGREEMENT, together with Exhibit A, Scope of Work; Exhibit B, Service Contract General Requirements; Exhibit C, Internal Revenue Service Notice 1015; Exhibit D, Safely Surrendered Baby Law Posters; Exhibit E, Defaulted Property Tax Reduction Program; Exhibit F, Performance Requirements Summary; Exhibit G, Area Maps; Exhibit H, Turf Care Maintenance Specifications; Exhibit I, Irrigation System Maintenance; Exhibit J, Shrub and Ground Cover Maintenance; Exhibit K, Tree Care Maintenance Specifications; Exhibit L, Fertilization Management; Exhibit M, Weed and Pest Control Specifications; Exhibit N, Site Cleanup Specifications; Exhibit O, Brush Clearance Specifications; Exhibit P, Drainage System Maintenance; and Exhibit Q, Oak Tree Management and County Ordinance; the CONTRACTOR'S Proposal, all attached hereto; the Request for Proposals; and Addenda to the Request for Proposals, all of which are incorporated herein by reference, are agreed by the COUNTY and the CONTRACTOR to constitute the Contract.

THIRD: The COUNTY agrees, in consideration of satisfactory performance of the foregoing services in strict accordance with the Contract specifications to the satisfaction of the Director, to pay the CONTRACTOR pursuant to the Schedule of Prices set forth in the Proposal and attached hereto as Forms PW-2.1C – PW-2.5C, an amount not to exceed the maximum potential Contract sum of \$2,293,655 for the entire contract period, which includes annual funding to repair and/or modify landscape medians and irrigation systems in accordance with the contract, or such greater amount as the Board may approve (Maximum Contract Sum). The sum for the initial term is \$487,790; the sum for the first optional term is \$507,076; the sum for the second optional term is \$513,878; the sum for the third and last optional term is \$527,274; and a month-to-month extension up to 6 months is \$263,637.

FOURTH: This Contract's initial term shall be for a period of one year commencing on September 1, 2018, or upon the Board's approval, whichever occurs last. The COUNTY shall have the sole option to renew this Contract term for up to three additional one-year periods and six month-to-month extensions, for a maximum total Contract term

of four years and six months. Each such option shall be exercised at the sole discretion of the COUNTY. The COUNTY, acting through the Director, may give a written notice of intent to renew this Contract at least ten days prior to the end of each term. At the sole discretion of the COUNTY, in lieu of renewing the Contract for the full one year, this Contract may be renewed on a month-to-month basis, upon written notice to the CONTRACTOR at least ten days prior to the end of a term. The Director will provide a written notice of nonrenewal at least ten days before the last day of any term, in which case this Contract shall expire as of midnight on the last day of that term. Where all option years have been exercised, the Director will not provide a written notice of nonrenewal.

FIFTH: The CONTRACTOR shall bill monthly in arrears, for the work performed during the preceding month. Work performed shall be billed at the unit prices quoted in Forms PW-2.1C – PW-2.5C, Schedule of Prices.

SIXTH: Public Works will make payment to the CONTRACTOR within 30 days of receipt and approval of a properly completed and undisputed invoice. However, should the CONTRACTOR be certified by the COUNTY as a Local Small Business Enterprise, payment will be made in accordance with Board of Supervisors Policy No. 3.035, Small Business Liaison and Prompt Payment Program. Each invoice shall be in triplicate (original and two copies) and shall itemize the work completed. The invoices shall be submitted to:

County of Los Angeles Department of Public Works
Attention Fiscal Division, Accounts Payable
P.O. Box 7508
Alhambra, CA 91802-7508

SEVENTH: In no event shall the aggregate total amount of compensation paid to the CONTRACTOR exceed the amount of compensation authorized by the Board. Such aggregate total amount is the Maximum Contract Sum.

EIGHTH: The CONTRACTOR understands and agrees that only the designated Public Works Contract Manager is authorized to request or order work under this Contract. The CONTRACTOR acknowledges that the designated Contract Manager is not authorized to request or order any work that would result in the CONTRACTOR earning an aggregate compensation in excess of this Contract's Maximum Contract Sum.

NINTH: The CONTRACTOR shall not perform or accept work requests from the Contract Manager or any other person that will cause the Maximum Contract Sum of this Contract to be exceeded. The CONTRACTOR shall monitor the balance of this Contract's Maximum Contract Sum. When the total of the CONTRACTOR'S paid invoices, invoices pending payment, invoices yet to be submitted, and ordered services reaches 75 percent of the Maximum Contract Sum, the CONTRACTOR shall immediately notify the Contract Manager in writing. The CONTRACTOR shall send written notification to the Contract Manager when this Contract is within six months from expiration of the term as provided for hereinabove.

IN WITNESS WHEREOF, the COUNTY has, by order of its Board of Supervisors, caused these presents to be subscribed by the Chairman of said Board and the seal of said Board to be affixed and attested by the Clerk thereof, and the CONTRACTOR has subscribed its name by and through its duly authorized officers, as of the day, month, and year first written above.



COUNTY OF LOS ANGELES
By *Shirley Kuehl*
Chair, Board of Supervisors

ATTEST:

CELIA ZAVALA
Acting Executive Officer of the
Board of Supervisors of the
County of Los Angeles

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

35 SEP 04 2018

By *Danya Ruiz*
Deputy

Celia Zavala
CELIA ZAVALA
ACTING EXECUTIVE OFFICER

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By *[Signature]* For CS
Deputy

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

CELIA ZAVALA
Acting Executive Officer
Clerk of the Board of Supervisors

By *Danya Ruiz*
Deputy

OAKRIDGE LANDSCAPE, INC.

By *[Signature]*
Its President

Jeffrey Myers
Type or Print Name

By *[Signature]*
Its Secretary

Denise Myers
Type or Print Name

78835

SCOPE OF WORK

LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY – GROUPS A, B, & C

A. Public Works Contract Manager

Public Works' Contract Manager will be Ms. Lani Alfonso of our Road Maintenance Division who may be contacted at (626) 458-5942 or lalfonso@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m. The Contract Manager is the only person authorized by Public Works to request work of the Contractor. From time to time, Public Works may change the Contract Manager. The Contractor will be notified in writing when there is a change in the Contract Manager. The Contract Manager may be assisted by an assigned Public Works Representative in the field.

B. Work Locations

The locations for which landscaping and ground maintenance services are to be contracted are listed below. Please see Exhibit G for maps of the zones to be serviced under this Contract. This Exhibit A, Scope of Work, applies to each of the Contracts awarded for the three services areas described herein:

1. GROUP A: Exhibit G.1
 - Zone 1B, Valencia Annex B
 - Zone 21, Sunset Pointe
 - Zone 26, Emerald Crest
 - Zone 63, The Enclave
2. GROUP B: Exhibit G.2
 - Zone 73, Westridge
 - Zone 75, Westridge Area Wide
 - Zone 78, Old Road Area Wide
 - Zone 79, Old Road Local
 - Zone 80, The Entrada
3. GROUP C: Exhibit G.3
 - Zone 37, Hillcrest Area

Detailed landscape installation plans for each zone will be available upon Contractor's request. The zones identified above may be landscaped with turf, groundcover, shrubs, trees, and may be irrigated by manual and/or automatic irrigation systems.

Prior to proceeding with any general landscape and grounds maintenance tasks, the Contractor shall inspect the area/zone and the surrounding areas and evaluate the extent to which the physical condition thereof will affect the services to be provided.

Should the Contractor determine that there are services affected by physical conditions, the Contractor shall notify Contract Manager prior to work commencing.

C. Work Description

Contractor shall perform the services outlined below in accordance with the specifications and frequencies identified in the Form PW-2.1 through PW-2.4, Schedule of Prices for each landscape maintenance zone, as outlined on the previous page of this Exhibit in Section B, Work Locations.

The term Form PW-2 herein refers to the Schedule of Prices applicable to each Contract. Unless otherwise noted, the Contractor shall perform, in a workmanlike manner, the required work in accordance with this Exhibit A, Scope of Work, as well as the following Exhibits:

1. Contractor shall perform landscape and grounds maintenance services in the contracted service area locations as identified in Exhibits G.1-G.3, Area Maps.
2. Contractor shall perform turf care maintenance services in accordance with Exhibit H, Turf Care Maintenance Specifications.
3. Contractor shall perform irrigation services and maintenance in accordance with Exhibit I.1, Irrigation System Maintenance; Exhibit I.2, Irrigated Landscape Specifications; and Exhibit I.3, Irrigation Schedule.
4. Contractor shall perform shrub and groundcover services and maintenance in accordance with Exhibit J, Shrub and Groundcover Maintenance.
5. Contractor shall perform all tree care services and maintenance in accordance with Exhibit K.1, Tree Care Maintenance Specifications; Exhibit K.2, Tree Service Schedules; and when applicable, Exhibit Q, Oak Tree Management; and County Ordinance.
6. Contractor shall perform fertilization to landscape surfaces in accordance with Exhibit L.1, Fertilization Specifications, and Exhibit L.2 Fertilization Schedules.
7. Contractor shall perform weed and pest control services in accordance with Exhibit M, Weed and Pest Control Specifications.
8. Contractor shall perform general maintenance tasks, safety clearance services, and provide a storm preparation plan for the contracted zones in accordance with Exhibit N, Site Cleanup Specifications; Exhibit O, Brush Clearance Specifications; and Exhibit P, Drainage System Maintenance.

D. Contract Cost

All services required in this Exhibit A, Scope of Work, shall be included in the price quoted by the Contractor in Form PW-2, Schedule of Prices, unless stated otherwise in the Contract.

E. Request of Work from Contractor

The County reserves the right to determine if any work is or will be needed and/or requested under this Contract at the County's sole and absolute discretion. The Contractor waives all claims against the County for damages or loss of any nature resulting from the County's failure to use the Contractor's services including, but not limited to, lost profit.

F. Additional Work/Locations

Additional work/location(s) may be added during the Contract period. Upon request by the Contract Manager, the Contractor shall provide a written quotation for any additional work/location(s) based on the rates quoted in the applicable Schedule of Prices (Form PW-2) for each general Contract area, using the location(s) that most closely correspond to or are adjacent to the additional location(s). The Contractor shall be paid for additional work/locations at the rates provided in the Contract's Schedule of Prices (Form PW-2). Upon Contract Manager's negotiation and acceptance of the Contractor's written quotation, the additional work/location(s) may be added to the Contract by amendment or change order notwithstanding the following:

1. The Contract Manager may authorize the Contractor to perform additional work including, but not limited to, adding service areas, repairing and restoring landscape areas due to unforeseen incidents, such as vandalism, acts of God, third-party negligence, or any other unanticipated need. If the Contract Manager determines such additional work can be obtained in whole or in part by temporarily modifying the Contractor's tasks and work schedules, he or she may direct such modification.
2. Prior to performing any additional work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials. The hourly labor units/rates quoted in the estimate shall be in accordance with those identified in the Contract's Schedule of Prices. No additional work shall commence without written authorization from the Contract Manager. However, when a condition threatens imminent injury to the public or damage to property, the Contract Manager may verbally authorize the work to be performed upon receiving a verbal estimate from the Contractor. Within 24 hours after receiving a verbal authorization, the Contractor shall submit a written estimate to the Contract Manager for approval.

3. County recognizes that certain work might require the Contractor to obtain parts, equipment, or materials that are not otherwise provided for in this Contract. In this circumstance, the Contractor shall present a written estimate for the additional parts, equipment, or materials for prior written approval of the Contract Manager. The Contractor may pass-through the costs of parts and materials, without mark-up, unless otherwise preapproved by Contract Manager, claims for payment of pass-through costs shall include all supporting documentation of costs, approvals, and copies of vendor invoices. The County reserves the right to purchase necessary parts, equipment, and materials directly to be provided to the Contractor to perform work at the hourly labor rate identified in the Contract's Schedule of Prices (Form PW-2).
4. All additional work provided herein shall commence on the specified date established. The Contractor shall proceed diligently to complete said work within the time allotted or as scheduled by the Contract Manager. Liquidated damages may be assessed if such work is not completed on schedule.

G. Hours and Days of Service

Landscape and grounds maintenance tasks shall be performed by the Contractor's staff, Monday through Friday at the hours specified below. Maintenance shall not be performed on County observed holidays. Services shall be performed before or after the holiday unless otherwise authorized by the Contract Manager. The Contract Manager at their sole discretion may approve changes in the work days and hours of maintenance services. Work shall be scheduled in accordance with the following:

1. For the months of November through April, scheduled work hours shall be 7 a.m. to 3:30 p.m.
2. For the months of May through October, scheduled work hours shall be 6 a.m. to 2:30 p.m.
3. Holidays Observed by the County of Los Angeles are:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Cesar Chavez Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

The Contractor shall provide telephone answering service and within the County from 8 a.m. to 5 p.m., Monday through Friday, except on legal holidays, to receive instructions, information, complaints, etc., from Public Works. The Contractor shall also provide 24 hours, 7 days a week, emergency phone number to receive emergency reports from Public Works. The Contractor shall not prepare for or

initiate any motorized operations or use any motorized equipment before 7 a.m. Contractor shall provide adequate staffing to perform the required maintenance services during the above prescribed days and hours of service.

The Contractor shall respond to emergencies within 2 hours with a responsible person(s) employed by the Contractor who has knowledge of the area and the irrigation system components and capable of taking the appropriate action regarding all emergencies. Contractor shall provide staff to neutralize the emergency and provide immediate action as required to prevent injury, death, or property damage.

H. Maintenance Operations:

The Contractor shall perform in a workmanlike manner landscape and grounds maintenance tasks in accordance with the specifications detailed herein and in all applicable Exhibits A through Q. Tasks shall be completed thoroughly and in a professional manner using equipment and materials, which comply with all existing industry standards and regulations. The Contractor shall be responsible for adhering to the following administrative specifications:

1. Maintenance Inspections:

- a. The Contractor shall perform a maintenance inspection during daylight hours of all facilities within the Zones. Such inspection shall be both visual and operational. The operational inspection shall include operation of all irrigation and other mechanical systems to check for proper operational conditions and reliability.
- b. The Contractor shall attend monthly on-site meetings, or more frequently as necessary, with Contract Manager or an authorized representative for a walk-through inspection. Said meeting(s) shall be at the convenience of the Contract Manager and may include residents of the community.
- c. The Contract Manager shall notify the appropriate local representatives of the time and place of each walk-through inspection at least 1 week prior to such inspection. In addition, interim inspections may be made by the Contract Manager.
- d. The Contractor will be provided with a written notice including specified time frames to correct any deficiencies identified in the performance of this agreement. It should be noted that all malfunctioning valves must be repaired within 24 hours following verbal and/or written notification.
- e. The Contractor shall inspect all landscape areas for disease and insect infestation that could cause damage to the plant materials during each landscape maintenance activity. The Contract Manager shall be notified by the end of the week of any disease or insect infestation detected by

the Contractor. Infestations shall also be reported on the monthly maintenance report.

2. Maintenance Schedules:

- a. The Contractor shall submit a maintenance schedule in electronic format, to the Contract Manager for review and approval, within 10 days after the effective date of this Agreement. Said maintenance schedule shall include required notification dates for specialty type additional work maintenance and ongoing and specialty type maintenance functions pursuant to the maintenance specifications as set forth hereinafter. Said maintenance schedule shall be set on an annual calendar by month and shall include, but not be limited to, identifying and delineating the time frames for the required functions by the day of the week, morning and afternoon, hours of scheduled work, and the number of workers.
- b. The Contractor shall submit revised schedules when actual maintenance functions differ more than 2 days from planned maintenance functions. Said revisions shall be submitted to the Contract Manager for review and approval, within 5 working days prior to the scheduled time for the work.
- c. The Contractor shall provide the Contract Manager with a quarterly irrigation schedule (Attached hereto as Exhibit I.3, Irrigation Schedule) 1 month prior to the start of each quarter, on a calendar year basis. The Contract Manager may change the irrigation schedule at their sole discretion.
- d. The Contractor shall not construe the above provisions to eliminate the Contractor's responsibility to send out required notices in compliance with the requirements to notify the Contract Manager for additional work Specialty Type Maintenance tasks as set forth in paragraph 4 hereinafter.

3. Maintenance Function Reports:

Contractor shall maintain, on a weekly basis, a current report that records all notification dates for each required maintenance activity and completed maintenance functions inclusive of all weekly, additional work, periodical, seasonal, and specialty type maintenance operations and additional work. Contractor shall submit the report to the Contract Manager for review and approval on a monthly basis after the effective date of this Agreement. The Contract Manager may change the report format to meet the needs of the zones at their sole discretion.

4. Specialty Type Maintenance:

- a. Contractor shall give advanced notice of specialty type maintenance to the Contract Manager in writing at least 2 weeks prior to the date and time of all specialty type maintenance operations including, but not limited to, the following:
 - 1) Fertilization
 - 2) Turf renovation and/or reseeding
 - 3) Micro-Nutrients/soil amendments
 - 4) Spraying of trees, shrubs or turf
 - 5) Tree pruning
 - 6) Weed, pest, and disease control
- b. Upon completion of any specialty type maintenance, the Contractor shall submit to the Contract Manager with the monthly invoice for the service, a report of completion and if applicable, any certification necessary to perform the specialty type maintenance task(s).

i. Damaged Caused by Contractor's Operations

All damages to County property or to the contracted worksite resultant of the Contractor's operations or negligence of any scheduled maintenance shall be repaired, replaced, or remedied at the expense of the Contractor in accordance with the following:

1. All damage to shrubs, trees, turf, groundcover, or any other type of plant material shall be repaired or replaced within five working days.
2. Trees - Damage to trees including, but not limited to, bark damage from the impact of mowing or edging equipment, damage caused by excessive pruning, or Contractor's failure to inspect and remove tree stakes when appropriate and promptly restaked shall be inspected by a certified arborist and/or a certified horticulturist for treatment recommendations or replacement. If damage results in a loss of a tree, the damaged tree shall be removed and replaced in accordance with the instructions of the Contract Manager. In the event the replacement with an equivalent size and type of tree is not practical, Contractor shall be responsible for the value of the destroyed tree as determined by a certified arborist.
3. Shrubs - Minor damage may be corrected by appropriate pruning as required in this Contract's Exhibit J, Shrub and Ground Cover Maintenance. Major damage shall be corrected by removal and replacement of the

damaged shrub in compliance with Exhibit J, Shrub and Ground Cover Maintenance.

4. Chemicals - All damage resulting from chemical operation, either spray-drift or lateral-leaching, shall be corrected to the satisfaction of the Contract Manager, and the soil conditioned or replaced as recommended by an agronomical soil test and report to ensure its safety and ability to support plant life.
5. Appurtenances - All damage caused to components of the area/zone including, but not limited to, pumps, pump houses, doors, drainage structures, irrigation system components, walkways, fences, light fixtures, etc., from accidents or cumulative effects of incidents caused by the carelessness of Contractor's staff shall be immediately corrected at the Contractor's expense.
6. Irrigation Systems - Any damage to irrigation systems including valve box covers and controller cabinets shall be repaired or replaced within 1 day of notification.

J. Use of Chemicals

1. All Contractor work involving the use of chemicals shall be in compliance with all Federal, State, and local laws and shall be accomplished by a State of California Qualified Applicator license holder. In compliance with the California Food and Agricultural Code, the Contractor shall provide the Contract Manager with a copy of the valid Qualified Applicator license and Pest Control Business license or a copy of these licenses from the subcontractor prior to using any and all applicable chemicals within the area(s) to be maintained.
2. A listing of proposed chemicals to be used, including commercial name, application rates, and type of usage shall be submitted to the Contract Manager for approval at the commencement of this Contract. The Contractor shall consult and receive written permission from the Contract Manager prior to performing any chemical application.
3. Chemicals shall only be applied by those persons possessing a valid California Qualified Applicator's license or certificate. Application shall be in strict accordance with all governing regulations.
4. Safety Data Sheets and product use labels for all chemicals shall be kept onsite.
5. Records of all operations stating dates, times, methods of application, chemical formulations, applicators names, and weather conditions shall be made and retained in an active file for a minimum of 3 years. The Contractor shall provide a chemical use report (site specific) with monthly billing.

A copy of the recommendation for each application (site specific) shall be provided to the Contract Manager and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner.

6. The Contractor shall annually submit a valid and active Restricted Materials Permit obtained from the Agricultural Commissioner's Office prior to using any California Restricted Materials.
7. All regulations and safety precautions listed in the Pesticide Safety Information Series N - Series created by the California Department of Pesticide Regulations shall be adhered to by the Contractor.
8. Chemicals shall be applied when air currents are still, so as to prevent drifting onto adjacent property and toxic exposure to persons whether or not they are in or near the area of application.
9. The Contractor must register annually with the County Agricultural Commissioner.
10. The Contractor must provide annual pesticide handler training to each of their employees using pesticides.
11. The Contractor must store all pesticides brought to the jobsite in a safe and secure manner.

K. Integrated Pest Management Program Compliance

Contractor shall certify that it has reviewed, understood, and will adhere to the County's Integrated Pest Management (IPM) Program requirements set forth at: www.lacountyipm.org. As further explained in the website, a requirement of the IPM Program is to reduce unnecessary use and impact of pesticides and fertilizers to storm water (surface water).

Contractor shall ensure and certify that its employees who apply pesticides on County owned or maintained property are appropriately trained. Training must be conducted on an annual basis, no later than June 30th of each calendar year to meet the County's minimum requirements under the IPM Program.

Employee training may be self-certified by Contractors, provided the County has the ability to audit the training, and must include, at a minimum, the following:

1. The potential for pesticide-related surface water toxicity
2. Proper use, handling, and disposal of pesticides
3. Least toxic methods of pest prevention and control, including IPM
4. Reduction of pesticide use

All users of commercial pesticides are required by State law to provide a monthly pesticide report to the Agricultural Commissioner Weights and Measures (ACWM). In addition to the mandatory monthly reporting requirement, the Contractor shall provide to the Public Works with a copy to the ACWM, an annual summary of the pesticides used outdoors on County-owned or maintained property by Fiscal Year (July 1 to June 31). For each pesticide, the summary shall include all of the following:

1. Product trade name
2. Active ingredient(s)
3. EPA Registration Number
4. Total amount used

Units reported shall be appropriate to the product (gallons, ounces, pounds, etc.).

L. Removal of Debris

All debris derived from these services shall be removed from the worksite and become the property of the Contractor. The Contractor shall dispose of all debris from these services in a legally established area appropriate for the type of debris being disposed and in compliance with all applicable Federal, State, and local legal requirements. Disposal shall be at the Contractor's expense. The Contractor shall not allow any debris from its operations under this Contract to be deposited in the storm drains and/or gutters in violation of the National Pollutant Discharge Elimination System.

The Contractor is advised that due to the nature of this Contract, discarded hazardous waste may be encountered during the performance of this Contract. In the event an unknown substance or hazardous material is discovered, the Contractor shall immediately notify the Contract Manager. The Contractor shall NOT attempt to perform any type of hazardous waste remediation not included under the Scope of Work of this Contract, including, but not limited to, identifying, containing, cleaning, moving, or disposing the waste material.

M. AB 939 County Diversion Requirements

The California Integrated Waste Management Act of 1989 (AB 939) requires all cities and counties in the State of California to divert materials going to landfill by 50 percent by the year 2000. Based on this mandate, all Contractors handling landscape waste materials for the County shall be required to divert all landscape waste materials from any landfills and cogeneration facilities. Landscape materials utilized for cogeneration or daily landfill cover may not qualify for diversion credit and; therefore, may not be acceptable methods of disposal of this material. Contractor shall be required to seek "recycling" alternatives for these organic, biodegradable landscape waste materials. Acceptable "recycling" alternatives

would include the utilization of these materials as feedstock for composting, co-composting, mulching, soil amendments, and wood chip products.

The Contractor shall arrange for the chipping and transport of all landscape materials to its selected processor with all cost to be borne by the Contractor. Use of any other processing method not listed above will require the approval of Public Works and must qualify for diversion credit as specified in AB 939, or subsequent legislation. Proof of delivery of the material and weight tickets (from an approved public or private scale) shall be required.

N. Water Pollution Control

In compliance with requirements of the National Pollutant Discharge Elimination System, the Contractor shall not allow any debris from its operations under this Contract to be deposited into the channels, storm drains, and/or gutters.

O. Best Management Practices

Best Management Practices (BMPs) shall be defined as any program, technology, process, siting criteria, operating method, measure, or device that controls, prevents, removes, or reduces water pollution. The Contractor shall obtain and refer to the California Storm Water BMPs Handbooks, Volume 3 of the Construction BMPs Handbook. This Publication is available from:

Blue Print Service
1700 Jefferson Street
Oakland, CA 94612
(510) 444-6771

County of Los Angeles
Department of Public Works
Cashier's Office
900 South Fremont Avenue
Alhambra, CA 91803
(626) 458-6959

The Contractor shall have a minimum of one readily accessible copy of this publication on the Contract site at all times.

P. Contractor Management and Personnel

The Contractor shall provide adequately trained personnel under the supervision and direction of competent and qualified managers.

The County may require the Contractor to remove from the worksite any employee(s) deemed careless, incompetent, or otherwise objectionable whose continued employment on the job is considered contrary to the best interest of the County. However, failure by the County to exercise this right of removal shall impose no liability on the County.

1. Management and Supervision:

The Contractor shall be responsible for the supervision of all its crews. The Contractor shall check all its crews regularly for proper quantity and quality of work, proper maintenance of tools, and equipment and safety.

- a. Any change in the onsite supervisor shall be reported to the Contract Manager. The Contractor shall submit the proposed onsite replacement supervisor resume to the Contract Manager for preapproval.
- b. Supervisors shall provide diligent observation of operations to ensure that services are performed as scheduled and in compliance with Contract obligations, task specifications, and rate assignments. Public Works deficiency notices, deductions, or inspections will not be utilized or viewed as a substitute for the Contractor's ongoing direction and management of its employees.
- c. Supervisors shall be fully versed in the operational mandates and time lines required. The task requirements, schedules, and time lines for each jobsite shall be kept by each landscape crew.
- d. Supervisors shall be able to understand, read, write, and effectively communicate in English.
- e. Supervisors shall be onsite and reachable by the Contract Manager via cellular phone between the hours of 7 a.m. and 4 p.m., Monday through Friday, except County holidays.
- f. Supervisors shall know the locations of all their crews working on County jobsites and shall be able to communicate with them via cellular phone, radio, or other means acceptable to the County.
 - 1) Field Supervisor: The Field Supervisor shall closely monitor its crew to prevent and/or detect operational irregularities and noncompliance with contractual requirements. This person shall be responsible for quality control. The Field Supervisor shall maintain a Maintenance Function Report as described in this Exhibit's Section H, Maintenance Operations, Subsection 3, Maintenance Function Reports. This report shall be submitted once a month at a minimum; however, the Contract Manager may request a copy of inspection report at any time. The Field Supervisor shall not be the same person as the Crew Foreman described below.

- 2) Crew Foreman: A working foreman shall be part of the working crew and oversee the working crew. The landscape crew shall also include an Irrigation Specialist/Technician and the appropriate number of landscape laborers necessary to complete the assigned task(s) within the maintenance scheduled timeline as identified in this Exhibit's Section H, Maintenance Operations. If multiple work crews are used, there shall be a minimum of one working foreman assigned to each crew.

2. Personnel and Staff

The Contractor shall provide landscape personnel with the skills and experience necessary to perform the various landscape activities in a professional manner. The Contractor shall ensure all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems, including drip systems, and can readily identify and isolate problems.

The Contractor shall ensure that its service personnel, office staff, and maintenance and service crews adhere to the following:

- a. The Contractor shall provide an adequate number of personnel to ensure that the work is completed correctly during the scheduled maintenance time in accordance with the specifications set forth herein. The Contractor's employees, whether assigned to any one area/zone or as part of a crew serving any number of areas/zones, shall include at least one individual able to communicate effectively in English.
- b. The Contractor's personnel shall wear company uniforms bearing their company name while performing work under this Contract. A uniform shall consist of a shirt and/or jacket with the company's name neatly attached. Safety vests are not considered part of the uniform but shall be required to meet these Specifications.
- c. The Contractor's employees shall possess a company identification card, which shall include company name/address/phone/facsimile, employee name, job title, and photograph.
- d. Staffing shall be provided at the direction of the Contract Manager with regard for the needs of the work area location, in accordance with the following:
 - 1) At minimum, two onsite landscape maintenance workers shall be assigned per shift.
 - 2) Shifts may be scheduled on any day from Monday through Friday
 - 3) At minimum, shifts will be 5 hours per day, per employee.

3. Vehicles and Equipment

- a. All Contract vehicles used for this service shall be clean and good working order.
- b. The Contractor shall clearly identify and equip each vehicle used in the performance of Contract activities with decals identifying the Contractor's name and phone number on the exterior right and left front door panels, which is visible and readable from a distance of 50 feet.

Q. Certified Arborist

The Contractor shall maintain an International Society of Arboriculture (ISA) certified arborist on staff at all times, or upon written consent of the Contract Manager the Contractor may subcontract to meet this requirement, per Exhibit B, Section 2.II, Subcontracting.

The Contractor shall provide an ISA certified arborist with Tree Risk Assessment Qualification to identify conditions that require tree removal, restoration or replacement, as well as identify tree hazards and make recommendations to mitigate those hazards. This information shall be communicated to Public Works clearly and concisely both verbally and in writing.

R. Safety Requirements

All work performed by Contractors' staff shall be done in such a manner as to meet all accepted standards for safe practices and to safely maintain stored equipment, machines, and materials related to the work. The Contractor accepts sole responsibility for complying with all State, County, local, or other legal requirements including, but not limited to, full compliance with the terms of the applicable California Occupational Safety and Health Administration Safety Orders at all times so as to protect all persons, including Contractor's employees, agents of the County, vendors, members of the public or others from foreseeable injury, or damage to their property. The Contractor shall adhere to the following:

1. Hard hats will be worn at all appropriate times as instructed by the Contract Manager and in compliance with all applicable safety requirements. Suitable clothing, gloves, and shoes that meet California Occupational Safety and Health Administration requirements are required.
2. The Contractor shall identify and inspect all potential hazards at all work locations and keep a log indicating date inspected and action taken. The Contractor shall immediately notify the Contract Manager of any condition, which threatens imminent injury to the public or damage to property. The Contractor shall be responsible for taking corrective action for any potential hazards, including, but not limited to, filling holes in turf areas,

- replacing valve box covers, blocking any unsafe areas from the public by using barricades or traffic cones to alert the public of such hazards, and to protect members of the public or others from foreseeable injury. The Contractor shall cooperate with Public Works in the investigation of any accidental injury or death occurring on the premises, including a complete written report to the Contract Manager within 2 days following the occurrence.
3. Special emphasis shall be placed on public safety during landscape maintenance operations, particularly when adjacent to roadways, sidewalks, and bicycle trails. The Contractor shall be responsible for providing all necessary safety measures to ensure public safety within the limits of or adjacent to each particular landscape maintenance operation.
 4. The Contractor shall perform a prework survey to identify potential safety issues and, if any are found, address them before work starts. If such hazards are found, the Contractor shall report to the County's Contract Manager. If the hazards are potentially harmful or pose imminent risk to the public, the Contractor shall contact 911.
 5. The Contractor shall develop and implement traffic control while working along roadways, along bike paths, or in the traveled way while moving equipment to and from the jobsite(s) as necessary including obtaining any required permits. The Contractor shall comply with all applicable State and County requirements for the closure or partial closure of streets as instructed by the Contract Manager. The Contractor shall provide flag persons and watch persons as required to control traffic and advise the public of detours and operation hazards. All necessary items (e.g., signs, delineators, barricades, flashing arrow signs, flag persons, etc., to accomplish these tasks shall be provided by the Contractor. Unless otherwise directed by the Contract Manager all street closures, detours, lane closures, signs, lights, or other Temporary Traffic Control (TTC) devices shall conform to the California Manual on Uniform Traffic Control Devices, which is available online at: <http://www.dot.ca.gov/trafficops/camutcd/camutcd2014rev2.html> and the State of California Standard Plans, which is also available online at: http://www.dot.ca.gov/hq/esc/oe/project_plans/HTM/stdplns-US-customary-units-new15.htm. The Contractor shall also be responsible for compliance with any additional applicable public safety requirements, which may arise during maintenance operations.
 6. Public Works shall provide at no cost to the Contractor, any necessary "No Parking" sign(s) if such signs are required for the activities and operations of the Contractor. The Contractor shall obtain approval for sign placement from Contract Manager prior to installation. Signs shall be installed for each activity or operation, unless such activities or operations will occur within two consecutive working days of each other. Sign shall be posted a minimum of 48 hours in advance of the start of each "No Parking" restriction. It shall be the Contractor's responsibility to allow passage of public

transit coaches through operation areas at all times. The Contractor shall notify the Metropolitan Transportation Authority the Stops and Zones Representative, at (213) 972-7100 at least 48 hours prior to activities and operations at bus stop zones to allow the Metropolitan Transportation Authority to temporarily abandon and relocate bus stop zones within the activities and operations area.

7. Any action on the part of the Contract Manager in directing the Contractor's attention to any inadequacy of the required TTC devices and services or any action of the Department of Public Works to alleviate the Contractor's inadequacies shall not relieve the Contractor from its responsibility for public safety or abrogate its obligation to provide and maintain these devices and services. If the Contractor fails to provide and maintain these devices and services and Public Works is required to alleviate said condition, the total charges of labor, equipment, and materials, including overhead and transportation accrued by Public Works for such work will be deducted from any monies due to the Contractor.
8. The Contractor shall be responsible for maintaining TTC devices in their proper positions at all times. The Contractor shall replace, repair, or clean such devices whenever necessary in order to ensure and preserve their appearance and functionality.

S. Project Safety Official

The Contractor shall designate in writing a Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices. The Contractor's Project Safety Official shall be available at all times to abate any potential safety hazards and shall have the authority and responsibility to shut down an operation, if necessary. Failure by the Contractor to provide the required Project Safety Official shall be grounds for the County to direct the cessation of all work activities and operations at no cost to the County until such time as the Contractor is in compliance.

T. Non-Interference

The Contractor shall not interfere with the public use of the work location and shall conduct its operations as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed. Should it be necessary to close an area during the Contractor's operations, the Contractor shall commence the operation and close the areas only at the direction of the Contract Manager.

U. Signs and Improvements

The Contractor shall not post signs or advertising matter upon the premises or improvements thereon, unless prior approval is obtained from the Contract Manager.

V. Office of Inquiries and Complaints

The Contractor shall provide operative lines of communication whereby the Contract Manager or Public Works Representative may contact a person authorized by the Contractor and knowledgeable about the Contract and the service area, during the daily hours of maintenance operation who can respond to all inquiries and complaints that may be received from the Contract Manager, County personnel, or residents of the community. Contractor shall comply with the following:

1. The Contractor shall maintain a local office with a competent representative who can be reached during normal working hours or emergencies and shall be authorized to discuss matters concerning this Contract with the County.
2. The Contractor shall maintain a written log of all complaints, date, time, and the action taken or reason for inaction. The log of complaints shall be scanned and submitted via e-mail to the Contract Manager on a weekly basis.
3. The Contractor shall abate all complaints to the satisfaction of the Contract Manager as soon as possible after notification, but in all cases within 24 hours. If any complaint is not abated within 24 hours, the Contract Manager shall be notified immediately of the reason for not abating the complaint followed by a written report to the Contract Manager within 5 days. If a complaint is not abated within the time specified or to the satisfaction of the Contract Manager, Contract Manager may correct the specific complaint and the total cost incurred by Public Works may be deducted from the payments owed to the Contractor from Public Works.

W. Responsibilities of the Contractor

The Contractor shall be responsible for the following:

1. The Contractor must have a minimum of 3 years of experience providing landscape maintenance services and Contractor's onsite supervising employee(s) must have at least 3 years of experience supervising landscaping services. Subcontracting is not allowed to meet these responsibilities.
2. The Contractor must submit a copy of a valid and active State Contractor's Class C-27 (Landscaping Contractor) license. Subcontracting is not allowed to meet this requirement.
3. The Contractor or its Subcontractor(s), if any, shall submit a valid and active ISA arborist certification prior to performing any tree work or upon request from the Contract Manager.

4. The Contractor or its Subcontractor(s), if any, shall maintain a valid and active State of California Department of Pesticide Regulation, Pest Control Business license.
5. The Contractor or its Subcontractor(s), if any, shall maintain a valid and active State of California Department of Pesticide Regulation, Qualified Applicator certification.
6. The Contractor or its Subcontractor(s), if any, must also register as a Pest Control Business with the County of Los Angeles Department of ACWM and provide them with monthly pesticide usage reports with a copy to the Contract Manager by the 10th day of each month following each application.
7. The Contractor or its subcontractor(s) performing prevailing wage work, if any, shall maintain a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.
8. The Contractor shall furnish all supervision, labor, materials, tools, equipment, transportation, fertilizer, herbicides, and other items needed to perform landscape services as outlined herein. To this end, the Contractor will use quality equipment and materials that comply with all current regulations.
9. The Contractor shall perform all work in accordance with accepted horticultural standards of quality and workmanship to maintain the landscape in the highest possible aesthetic condition.
10. The Contractor shall provide personnel with the necessary skills and experience to perform all landscape tasks to meet all Contract requirements.
11. The Contractor's personnel shall inspect the irrigation systems for broken and clogged heads, malfunctioning or leaking valves, or any other conditions, which hamper the correct operation of the system.
12. The Contractor shall be responsible for the inspection/certification of the mainline backflow devices located at each water service meter.
13. The Contractor shall maintain the security of locked facilities by closing and locking all gates. The Contractor shall not allow access to any individual at any work location without permission from Public Works. Any damage observed by Contractor to gates, fences, or walls shall be reported to Public Works immediately.
14. The Contractor shall return all keys provided by Public Works upon expiration of Contract or at request of Public Works:

- a. The Contractor shall be responsible for the series of keys provided by Public Works and shall in turn assign these keys to their personnel for use in maintaining those areas outlined in these Specifications.
 - b. The Contractor shall be responsible for the proper use and safe keeping of all keys issued by Public Works to the Contractor.
 - c. The Contractor shall report all lost or stolen keys to the Contract Manager within 24 hours of discovery of the loss. The Contractor shall reimburse Public Works for the costs, as determined by the Contract Manager of rekeying the location or duplicating additional keys.
 - d. The Contract Manager will provide the Contractor with replacement locks in exchange for those that have been vandalized or are inoperable.
 - e. Upon termination, cancellation, or expiration of this Agreement, the Contractor shall return all keys received from Public Works to the Contract Manager.
 - f. The Contractor shall not duplicate any keys provided by Public Works. California law stipulates that it is unlawful for a person to duplicate any keys without the permission of the owner. The penalty for violation of this law is either 6 months imprisonment or a \$500 fine or both.
15. The Contractor recognizes that during performance of Contract work, other activities and operations may be conducted by County work forces and other contracted parties. These activities may include, but are not limited to, landscape refurbishment, irrigation system modification or repair, construction, and/or storm related operations. The Contractor may be required to modify or curtail certain tasks and operations and shall promptly comply with any request made by the Contract Manager including, but not limited to, adjusting the prices as identified in the Schedule of Prices.

X. Responsibilities of Public Works

Public Works will be responsible for the following:

1. The Contract Manager shall determine the need for and type of repair work required. Public Works in its sole discretion may authorize work from the Contractor.
2. The Contract Manager shall provide access to the jobsites and will conduct jobsite inspection at their discretion. Jobsite inspections may be conducted periodically to ensure the Contract work is performed satisfactorily
3. The Contract Manager may accompany the Contractor's crews conducting work and serve as an observer and quality control person at the jobsite.

Continuous unsatisfactory performance may result in an increase in the frequency of inspections by the County. The Contractor shall pay Public Works or Public Works may withhold from monies due to the Contractor in accordance with this Exhibit's Section AA, Liquidated Damages.

4. Public Works shall review and process all inspection/maintenance reports, which should demonstrate completeness and accuracy of reporting. Any work not completed in accordance with the specifications detailed in this or any Exhibit A through Q may not be approved for payment and may subject the Contractor to redo the work.
5. Public Works will provide work location maps, irrigation schedules, and detailed landscape drawings upon request by the Contractor.
6. Detailed landscaping and irrigation drawings are available showing the design of the irrigation systems and the landscaping. It should be noted that landscaping plans may have been modified subsequent to the original installation and thus, the drawings should be verified in the field.

Y. Utilities

Public Works will not provide utilities with the exception of water. Water usage shall not exceed the amount required to comply with irrigation schedules established by the Contract Manager. Electrical connections may not be provided in any or all of the zones. The Contractor shall pay for all excessive utility usage resulting from the Contractor's failure to monitor irrigation systems, malfunctions, or unauthorized increases in the frequency of irrigation. The excess cost will be determined by comparing current usage with historical usage for the same time period. The Contract Manager may deduct the excess cost from payment due to the Contractor.

Z. Storage Facilities

The County will not provide storage facilities for the Contractor. The Contractor is not permitted to house, store, or stockpile any materials, including, but not limited to, equipment, waste, mulch, debris, or rubbish on any property or areas under the jurisdiction of the County unless authorized in writing by the Contract Manager. Public Works will not be liable or responsible for any damage, by whatever means, or for theft of materials or equipment from the jobsite.

AA. Liquidated Damages

The Contractor's performance of the work to be performed in this Contract will be continuously evaluated by Public Works. The methods and standards by which the Contractor's performance will be evaluated include, but are not limited to, reviewing, sampling, conducting inspections, surveying, and assessing complaints.

Failure to perform contract work and/or any additional work in accordance with the specifications of the Contract is considered unacceptable. Public Works may cite the Contractor for a discrepancy for any incident of failure to comply with these Specifications or other unacceptable performance. In the case of continuing discrepancies, Public Works may cite the Contractor for a separate discrepancy each day the discrepancy continues.

The Contractor shall immediately correct unacceptable performance, and shall explain in writing, within 7 workdays of the date of the discrepancy that caused the unacceptable performance, how and when the performance will be returned to acceptable levels, and how the unacceptable performance will be prevented in the future. After considering the incident, the Contractor's statement and any history of unacceptable performance, the Contract Manager may excuse the incident or elect any remedy provided by this Contract.

In any case of the Contractor's failure to meet certain specified performance requirements, Public Works may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in specified sums and deduct them from any regularly scheduled payment to the Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or untimely or inadequate performance nor Public Works' acceptance of liquidated damages, shall be construed to waive Public Works' right to reimbursement for damage to its property or indemnification against third-party claims.

The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of the Contract:

1. All the time limits and acts required to be done by both parties are of the essence of the Contract.
2. The parties are both experienced in the performance of the Contract work.
3. The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of Public Works is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and conditions of the Contract at the Proposal price.
4. The parties are not under any compulsion to contract.
5. The Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered to Public Works for the award of the Contract.

6. The liquidated sums specified represent a fair approximation of the damages incurred by Public Works resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.

The Contractor shall pay Public Works or Public Works may withhold and deduct from monies due the Contractor, liquidated damages in the sum of \$500 for each consecutive calendar day that the Contractor fails to complete work within the time specified unless otherwise provided in this Contract, or approved by Contract Manager.

In addition to the above, Public Works may impose remedies in accordance with this Contract's Exhibit F, Performance Requirements Summary, if the performance criteria detailed therein is not met to acceptable standards as determined by the Contract Manager.

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.1C
INITIAL TERM
ZONE 37**

1. ZONE 37 - CASTAIC HILLCREST AREA As shown on Exhibit G.3, Area Maps: Figure 1

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE.

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q.

*ESTIMATED UNITS x UNIT PRICE =
ESTIMATED ANNUAL COST

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
A. TURF CARE: In accordance with Exhibit H, Turf Care Maintenance Specifications				
1.	Mowing (Approx. 0.41 acres)	43	\$ 280.00	\$12,040.00
2.	Mechanical Edging	43	\$ 160.00	\$6,880.00
3.	Aerification	1	\$ 600.00	\$600.00
4.	Thatch Removal/Renovation	1	\$ 1,200.00	\$1,200.00
5.	Pest and Disease Control	1	\$ 300.00	\$300.00
6.	Turf Reseeding/Restoration	1	\$ 600.00	\$600.00
B. IRRIGATION SYSTEMS: In accordance with Exhibit I.1 and I.2, Irrigation System Maintenance and Specifications				
1.	Conventional Irrigation System Maintenance and Management for Turf Areas (0.41 acres) Operability and Testing	12	\$ 2,400.00	\$28,800.00
2.	Conventional Irrigation System Maintenance and Management for Planted Slopes (32.65 acres) Operability and Testing	12	\$ 2,200.00	\$26,400.00
3.	Point Irrigation System Maintenance and Management for Planted Slopes (2.74 acres) Operability and Testing	12	\$ 700.00	\$8,400.00
4.	Subterranean Irrigation System Maintenance	N/A	N/A	\$0.00
5.	Reclaimed Water Irrigation System Maintenance	N/A	N/A	\$0.00
6.	Annual Backflow Certifications (27 total backflows)	2	\$ 100.00	\$200.00
C. SHRUB & GROUND COVER: In accordance with Exhibit J, Shrub and Ground Cover Maintenance				
1.	General Pruning and Trimming (Approx. 35.39 acres)	12	\$ 7,140.00	\$85,680.00
2.	Renovation	1	\$ 5,000.00	\$5,000.00
3.	Shrub and Ground Cover Replacement (unit price per 100 sq. ft.)	300	\$ 18.00	\$5,400.00
4.	Annual Color (unit price per 100 sq. ft.)	50	\$ 180.00	\$9,000.00
D. FERTILIZATION: As described in Exhibit L.1 and Exhibit L.2, Fertilization Specifications and Schedules				
1.	Soil Test Analysis and Reporting	1	\$ 300.00	\$300.00
2.	Turf Care - Mechanical/Hand Broadcast of Granular Fertilizer			
a.)	As directed per the schedule in Exhibit L.2, Figure A, Item 1	2	\$ 800.00	\$1,600.00
b.)	As directed per the schedule in Exhibit L.2, Figure A, Item 2	1	\$ 800.00	\$800.00
c.)	As directed per the schedule in Exhibit L.2, Figure A, Item 3	1	\$ 800.00	\$800.00
3.	Turf Care - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
4.	Shrub and GroundCover - Annual Color Areas: Granular Fertilizer Mechanical/Hand Broadcast (Approx. 1,500 sq. ft.)			
a.)	As directed per the schedule in Exhibit L.2, Figure D, Item 1	4	\$ 100.00	\$400.00
5.	Shrubs and GroundCover - Mechanical/Hand Broadcast			
a.)	As directed per the schedule in Exhibit L.2, Figure B, Item 1	2	\$ 700.00	\$1,400.00
b.)	As directed per the schedule in Exhibit L.2, Figure B, Item 2	2	\$ 700.00	\$1,400.00
6.	Shrub & Groundcover - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
7.	Ornamental Trees - Fertilizer Stakes (Approx. 2,650 trees) As directed per the schedule in Exhibit L.2, Figure C, Item 1	N/A	N/A	\$0.00

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.1C
INITIAL TERM
ZONE 37**

1. ZONE 37 - CASTAIC HILLCREST AREA As shown on Exhibit G.3, Area Maps: Figure 1

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE.

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q.

***ESTIMATED UNITS x UNIT PRICE =
ESTIMATED ANNUAL COST**

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
E. WEED & PEST CONTROL: As described in Exhibit M, Weed and Pest Control Specifications.				
1.	Weed Control	26	\$ 700.00	\$18,200.00
2.	Pest/Disease Control			
a.)	Turf (Approx. 0.41 acres)	26	\$ 90.00	\$2,340.00
b.)	Shrub & Groundcover (Approx. 35.39 acres - Planted Slopes/Medians)	26	\$ 500.00	\$13,000.00
F. TREE CARE: In accordance with specifications in Exhibit K.1, Exhibit K.2 and where applicable Exhibit Q.				
1.	Routine Maintenance and Reporting (Approx. 2,650 trees)	12	\$ 1,100.00	\$13,200.00
2.	General Pruning (For approx. 1/3 of tree landscape) As directed per the schedule in Exhibit K.2, Figure C, Item 1	885	\$ 110.00	\$97,350.00
3.	Tree Removal			
a.)	Small Trees (Base no greater than 12 in. diameter)			
i.	Adjacent to Road ROW	15	\$ 30.00	\$450.00
ii.	Accessible Easement	10	\$ 60.00	\$600.00
iii.	Remote Access	25	\$ 100.00	\$2,500.00
b.)	Medium Trees (Base from 12 in. to 24 in. diameter)			
i.	Adjacent to Road ROW	12	\$ 50.00	\$600.00
ii.	Accessible Easement	8	\$ 80.00	\$640.00
iii.	Remote Access	25	\$ 150.00	\$3,750.00
c.)	Large Trees (Base greater than 24 in. diameter)			
i.	Adjacent to Road ROW	8	\$ 200.00	\$1,600.00
ii.	Accessible Easement	5	\$ 600.00	\$3,000.00
iii.	Remote Access	10	\$ 1,200.00	\$12,000.00
4.	Tree Replacement			
a.)	15-gallon Tree	25	\$ 100.00	\$2,500.00
b.)	24-inch Tree	15	\$ 200.00	\$3,000.00
5.	Oak Tree Care - In accordance with Exhibit K.1, Section E, Oak Tree Management, and Exhibit Q, Oak Tree Ordinance	N/A	N/A	\$0.00
G. SITE CLEANUP: As per Exhibit N, Site Cleanup Specifications				
1.	Litter Control and Area Maintenance	4	\$ 400.00	\$1,600.00
2.	Graffiti Control and Reporting	N/A	N/A	\$0.00
3.	Dog Station Maintenance	N/A	N/A	\$0.00
H. BRUSH CLEARANCE: As specified in Exhibit O, Brush Clearance				
1.	Fire Protection (Approx. 12.0 acres)	1	\$ 8,060.00	\$8,060.00
I. DRAINAGE SYSTEMS: As specified in Exhibit P, Drainage Systems				
1.	Maintenance and Management	12	\$ 1,100.00	\$13,200.00
ZONE 37 - CASTAIC HILLCREST			ESTIMATED ANNUAL AMOUNT:	\$394,790.00

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.1C
INITIAL TERM
ZONE 37**

UNIT PRICE LIST: *As applicable for Zone 37- Castaic Hillcrest Area*

Unit prices shall be wholesale costs + percentage for overhead and profit

*IMPORTANT: Proposer must include a price for **all items** on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.*

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)					
No.	Unit Description	Specification/Size		Unit Price	
1.	Replacement of pop-up sprinkler (spray)	4"	@	\$ 17.00	ea.
		6"	@	\$ 19.00	ea.
		12"	@	\$ 28.00	ea.
2.	Replacement of pop-up sprinkler (nozzle)		@	\$ 3.50	ea.
3.	Replacement of swing joint assembly		@	\$ 13.00	ea.
4.	Replacement of riser (sch 80) 1/2"	4"	@	\$ 4.50	ea.
		6"	@	\$ 5.00	ea.
		8"	@	\$ 6.00	ea.
		12"	@	\$ 8.00	ea.
		18"	@	\$ 10.00	ea.
5.	Replacement of gear driven spray (shrub)		@	\$ 23.00	ea.
6.	Replacement of gear driven pop-up	4"	@	\$ 28.50	ea.
		6"	@	\$ 32.00	ea.
		12"	@	\$ 36.00	ea.
7.	Replacement of bubbler only	0.25 gpm-2.0 gpm	@	\$ 4.00	ea.
8.	Replacement of reducer (adaptor)	3/4 mt x 1/2 ft.	@	\$ 2.00	ea.
9.	Replacement of PVC pipe UVR (In ft.)	1/2"	@	\$ 1.50	ea.
		3/4"	@	\$ 2.00	ea.
		1"	@	\$ 2.50	ea.
		1 1/4"	@	\$ 2.75	ea.
		1 1/2"	@	\$ 3.00	ea.
		2"	@	\$ 3.50	ea.
10.	Replacement of PVC sch 40 pipe (In ft.)	1/2"	@	\$ 4.50	ea.
		3/4"	@	\$ 5.00	ea.
		1"	@	\$ 5.50	ea.
		1 1/4"	@	\$ 5.75	ea.
		1 1/2"	@	\$ 6.00	ea.
		2"	@	\$ 6.50	ea.
11.	Replacement of irrigation control valve w/ superior valve	1"	@	\$ 190.00	ea.
		1 1/4"	@	\$ 250.00	ea.
		1 1/2"	@	\$ 300.00	ea.
		2"	@	\$ 325.00	ea.
12.	Replacement subterranean irrigation filter		@	\$ 15.00	ea.
13.	Replacement of diaphragm		@	\$ 17.00	ea.

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.1C
INITIAL TERM
ZONE 37**

Unit prices shall be wholesale costs + percentage for overhead and profit

IMPORTANT: Proposer must include a price for all items on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)

No.	Unit Description	Specification/Size	Unit Price
14	Replacement of solenoid		@ \$ 19.00 ea.
15	Replacement of drip (ln ft.)	5/8"	@ \$ 0.50 ea.
16	Replacement of LOC-Eze coupling	5/8"	@ \$ 3.00 ea.
17	Replacement of 35 GPM filter	1"	@ \$ 100.00 ea.
18	1 gallon shrub planted		@ \$ 12.00 ea.
19	5 gallon shrub planted		@ \$ 34.00 ea.
20	5 gallon tree planted (stakes included)		@ \$ 55.00 ea.
21	15 gallon tree planted (stakes included)		@ \$ 90.00 ea.
22	24" box tree planted (stakes included)		@ \$ 300.00 ea.
23	36" box tree planted (stakes included)		@ \$ 700.00 ea.
24	Flat of ground cover planted		@ \$ 37.00 ea.
25	Flat of liner stock planted		@ \$ 45.00 ea.
26	Sod installed	(per sq. ft.)	@ \$ 2.00 ea.
27	Flat of annual color planted	(per sq. ft.)	@ \$ 38.00 ea.
28	Flat of annual color not planted		@ \$ 19.00 ea.
29	Jute netting installed	(per sq. ft.)	@ \$ 28.00 ea.
30	Earth Premium Grade Mulch distributed	(per cubic yard)	@ \$ 65.00 ea.
31	Pruning of palm tree	(small-size)	@ \$ 65.00 ea.
32	Pruning of palm tree	(medium-size)	@ \$ 85.00 ea.
33	Pruning of palm tree	(large-size)	@ \$ 135.00 ea.
34	Pruning of ornamental tree	(small-size)	@ \$ 75.00 ea.
35	Pruning of ornamental tree	(medium-size)	@ \$ 125.00 ea.
36	Pruning of ornamental tree	(large-size)	@ \$ 200.00 ea.
37	Aeration 1/2" Tines	(1 acre)	@ \$ 250.00 ea.
38	Verticut	(1 acre)	@ \$ 700.00 ea.
39	Overseed and top dress	(1 acre)	@ \$ 2600.00 ea.
40	Brush Clearance	(1 acre)	@ \$ 1250.00 ea.
41	Weed Abatement	(1 acre)	@ \$ 850.00 ea.
42	Hourly rate for laborer		@ \$ 36.50 ea.
43	Hourly rate for irrigation technician		@ \$ 47.00 ea.
44	Hourly rate for foreman		@ \$ 49.00 ea.

OVERALL UNIT PRICE LIST TOTALS:

\$9,400.00

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.2C
OPTION TERM 1
ZONE 37**

1. ZONE 37 - CASTAIC HILLCREST AREA As shown on Exhibit G.3, Area Maps: Figure 1

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q
*ESTIMATED UNITS x UNIT PRICE = ESTIMATED ANNUAL COST

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
A. TURF CARE: In accordance with Exhibit H, Turf Care Maintenance Specifications				
1.	Mowing (Approx. 0.41 acres)	43	\$ 288.00	\$12,384.00
2.	Mechanical Edging	43	\$ 165.00	\$7,095.00
3.	Aerification	1	\$ 618.00	\$618.00
4.	Thatch Removal/Renovation	1	\$ 1,236.00	\$1,236.00
5.	Pest and Disease Control	1	\$ 309.00	\$309.00
6.	Turf Reseeding/Restoration	1	\$ 618.00	\$618.00
B. IRRIGATION SYSTEMS: In accordance with Exhibit I.1 and I.2, Irrigation System Maintenance and Specifications				
1.	Conventional Irrigation System Maintenance and Management for Turf Areas (0.41 acres) Operability and Testing	12	\$ 2,472.00	\$29,664.00
2.	Conventional Irrigation System Maintenance and Management for Planted Slopes (32.65 acres) Operability and Testing	12	\$ 2,266.00	\$27,192.00
3.	Point Irrigation System Maintenance and Management for Planted Slopes (2.74 acres) Operability and Testing	12	\$ 721.00	\$8,652.00
4.	Subterranean Irrigation System Maintenance	N/A	N/A	\$0.00
5.	Reclaimed Water Irrigation System Maintenance	N/A	N/A	\$0.00
6.	Annual Backflow Certifications (27 total backflows)	2	\$ 103.00	\$206.00
C. SHRUB & GROUND COVER: In accordance with Exhibit J, Shrub and Ground Cover Maintenance				
1.	General Pruning and Trimming (Approx. 35.39 acres)	12	\$ 7,354.00	\$88,248.00
2.	Renovation	1	\$ 5,150.00	\$5,150.00
3.	Shrub and Ground Cover Replacement (unit price per 100 sq. ft.)	300	\$ 19.00	\$5,700.00
4.	Annual Color (unit price per 100 sq. ft.)	50	\$ 185.00	\$9,250.00
D. FERTILIZATION: As described in Exhibit L.1 and Exhibit L.2, Fertilization Specifications and Schedules				
1.	Soil Test Analysis and Reporting	1	\$ 309.00	\$309.00
2.	Turf Care - Mechanical/Hand Broadcast of Granular Fertilizer			
a.)	As directed per the schedule in Exhibit L.2, Figure A, Item 1	2	\$ 824.00	\$1,648.00
b.)	As directed per the schedule in Exhibit L.2, Figure A, Item 2	1	\$ 824.00	\$824.00
c.)	As directed per the schedule in Exhibit L.2, Figure A, Item 3	1	\$ 824.00	\$824.00
3.	Turf Care - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
4.	Shrub and GroundCover - Annual Color Areas: Granular Fertilizer Mechanical/Hand Broadcast (Approx. 1,500 sq. ft.)			
a.)	As directed per the schedule in Exhibit L.2, Figure D, Item 1	4	\$ 103.00	\$412.00
5.	Shrubs and GroundCover - Mechanical/Hand Broadcast			
a.)	As directed per the schedule in Exhibit L.2, Figure B, Item 1	2	\$ 721.00	\$1,442.00
b.)	As directed per the schedule in Exhibit L.2, Figure B, Item 2	2	\$ 721.00	\$1,442.00
6.	Shrub & Groundcover - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
7.	Ornamental Trees - Fertilizer Stakes (Approx. 2,650 trees) As directed per the schedule in Exhibit L.2, Figure C, Item 1	N/A	N/A	\$0.00

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.2C
OPTION TERM 1
ZONE 37**

1. ZONE 37 - CASTAIC HILLCREST AREA As shown on Exhibit G.3, Area Maps: Figure 1

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE.

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q.

***ESTIMATED UNITS x UNIT PRICE =
ESTIMATED ANNUAL COST**

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
E.	WEED & PEST CONTROL: As described in Exhibit M, Weed and Pest Control Specifications.			
1.	Weed Control	26	\$ 721.00	\$18,746.00
2.	Pest/Disease Control			
a.)	Turf (Approx. 0.41 acres)	26	\$ 93.00	\$2,418.00
b.)	Shrub & Groundcover (Approx. 35.39 acres - Planted Slopes/Medians)	26	\$ 515.00	\$13,390.00
F.	TREE CARE: In accordance with specifications in Exhibit K.1, Exhibit K.2 and where applicable Exhibit Q.			
1.	Routine Maintenance and Reporting (Approx. 2,650 trees)	12	\$ 1,133.00	\$13,596.00
2.	General Pruning (For approx. 1/3 of tree landscape) As directed per the schedule in Exhibit K.2, Figure C, Item 1	885	\$ 113.00	\$100,005.00
3.	Tree Removal			
a.)	Small Trees (Base no greater than 12 in. diameter)			
i.	Adjacent to Road ROW	15	\$ 31.00	\$465.00
ii.	Accessible Easement	10	\$ 62.00	\$620.00
iii.	Remote Access	25	\$ 103.00	\$2,575.00
b.)	Medium Trees (Base from 12 in. to 24 in. diameter)			
i.	Adjacent to Road ROW	12	\$ 52.00	\$624.00
ii.	Accessible Easement	8	\$ 82.00	\$656.00
iii.	Remote Access	25	\$ 155.00	\$3,875.00
c.)	Large Trees (Base greater than 24 in. diameter)			
i.	Adjacent to Road ROW	8	\$ 206.00	\$1,648.00
ii.	Accessible Easement	5	\$ 618.00	\$3,090.00
iii.	Remote Access	10	\$ 1,236.00	\$12,360.00
4.	Tree Replacement			
a.)	15-gallon Tree	25	\$ 103.00	\$2,575.00
b.)	24-inch Tree	15	\$ 206.00	\$3,090.00
5.	Oak Tree Care - In accordance with Exhibit K.1, Section E, Oak Tree Management, and Exhibit Q, Oak Tree Ordinance	N/A	N/A	\$0.00
G.	SITE CLEANUP: As per Exhibit N, Site Cleanup Specifications			
1.	Litter Control and Area Maintenance	4	\$ 412.00	\$1,648.00
2.	Graffiti Control and Reporting	N/A	N/A	\$0.00
3.	Dog Station Maintenance	N/A	N/A	\$0.00
H.	BRUSH CLEARANCE: As specified in Exhibit O, Brush Clearance			
1.	Fire Protection (Approx. 12.0 acres)	1	\$ 8,302.00	\$8,302.00
I.	DRAINAGE SYSTEMS: As specified in Exhibit P, Drainage Systems			
1.	Maintenance and Management	12	\$ 1,133.00	\$13,596.00
ZONE 37 - CASTAIC HILLCREST		ESTIMATED ANNUAL AMOUNT:		\$406,502.00

SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C

EXHIBIT A.1
FORM PW-2.2C
OPTION TERM 1
ZONE 37

UNIT PRICE LIST: *As applicable for Zone 37- Castaic Hillcrest Area*

Unit prices shall be wholesale costs + percentage for overhead and profit

IMPORTANT: Proposer must include a price for all items on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)					
No.	Unit Description	Specification/Size		Unit Price	
1.	Replacement of pop-up sprinkler (spray)	4"	@	\$ 18.00	ea.
		6"	@	\$ 20.00	ea.
		12"	@	\$ 30.00	ea.
2.	Replacement of pop-up sprinkler (nozzle)		@	\$ 4.00	ea.
3.	Replacement of swing joint assembly		@	\$ 14.00	ea.
4.	Replacement of riser (sch 80) 1/2"	4"	@	\$ 5.00	ea.
		6"	@	\$ 5.00	ea.
		8"	@	\$ 6.00	ea.
		12"	@	\$ 9.00	ea.
		18"	@	\$ 11.00	ea.
5	Replacement of gear driven spray (shrub)		@	\$ 25.00	ea.
6	Replacement of gear driven pop-up	4"	@	\$ 31.00	ea.
		6"	@	\$ 34.00	ea.
		12"	@	\$ 39.00	ea.
7	Replacement of bubbler only	0.25 gpm-2.0 gpm	@	\$ 4.00	ea.
8	Replacement of reducer (adaptor)	3/4 mt x 1/2 ft.	@	\$ 4.00	ea.
9	Replacement of PVC pipe UVR (In ft.)	1/2"	@	\$ 1.80	ea.
		3/4"	@	\$ 2.00	ea.
		1"	@	\$ 2.50	ea.
		1 1/4"	@	\$ 3.00	ea.
		1 1/2"	@	\$ 3.20	ea.
		2"	@	\$ 3.80	ea.
10	Replacement of PVC sch 40 pipe (In ft.)	1/2"	@	\$ 4.80	ea.
		3/4"	@	\$ 5.40	ea.
		1"	@	\$ 5.90	ea.
		1 1/4"	@	\$ 6.20	ea.
		1 1/2"	@	\$ 6.50	ea.
		2"	@	\$ 7.00	ea.
11	Replacement of irrigation control valve w/ superior valve	1"	@	\$ 204.00	ea.
		1 1/4"	@	\$ 269.00	ea.
		1 1/2"	@	\$ 323.00	ea.
		2"	@	\$ 349.00	ea.
12.	Replacement subterranean irrigation filter		@	\$ 16.00	ea.
13	Replacement of diaphragm		@	\$ 18.00	ea.

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.2C
OPTION TERM 1
ZONE 37**

Unit prices shall be wholesale costs + percentage for overhead and profit

IMPORTANT: Proposer must include a price for all items on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)

No.	Unit Description	Specification/Size	Unit Price
14	Replacement of solenoid		@ \$ 20.00 ea.
15	Replacement of drip (In ft.)	5/8"	@ \$ 0.60 ea.
16	Replacement of LOC-Eze coupling	5/8"	@ \$ 3.20 ea.
17	Replacement of 35 GPM filter	1"	@ \$ 108.00 ea.
18	1 gallon shrub planted		@ \$ 13.00 ea.
19	5 gallon shrub planted		@ \$ 37.00 ea.
20	5 gallon tree planted (stakes included)		@ \$ 59.00 ea.
21	15 gallon tree planted (stakes included)		@ \$ 97.00 ea.
22	24" box tree planted (stakes included)		@ \$ 323.00 ea.
23	36" box tree planted (stakes included)		@ \$ 753.00 ea.
24	Flat of ground cover planted		@ \$ 40.00 ea.
25	Flat of liner stock planted		@ \$ 48.00 ea.
26	Sod installed	(per sq. ft.)	@ \$ 2.20 ea.
27	Flat of annual color planted	(per sq. ft.)	@ \$ 41.00 ea.
28	Flat of annual color not planted		@ \$ 20.00 ea.
29	Jute netting installed	(per sq. ft.)	@ \$ 30.00 ea.
30	Earth Premium Grade Mulch distributed	(per cubic yard)	@ \$ 70.00 ea.
31	Pruning of palm tree	(small-size)	@ \$ 91.00 ea.
32	Pruning of palm tree	(medium-size)	@ \$ 145.00 ea.
33	Pruning of palm tree	(large-size)	@ \$ 215.00 ea.
34	Pruning of ornamental tree	(small-size)	@ \$ 81.00 ea.
35	Pruning of ornamental tree	(medium-size)	@ \$ 134.00 ea.
36	Pruning of ornamental tree	(large-size)	@ \$ 215.00 ea.
37	Aeration 1/2" Tines	(1 acre)	@ \$ 269.00 ea.
38	Verticut	(1 acre)	@ \$ 753.00 ea.
39	Overseed and top dress	(1 acre)	@ \$ 2795.00 ea.
40	Brush Clearance	(1 acre)	@ \$ 1344.00 ea.
41	Weed Abatement	(1 acre)	@ \$ 914.00 ea.
42	Hourly rate for laborer		@ \$ 39.00 ea.
43	Hourly rate for irrigation technician		@ \$ 51.00 ea.
44	Hourly rate for foreman		@ \$ 53.00 ea.

OVERALL UNIT PRICE LIST TOTALS:

\$10,254.10

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.3C
OPTION TERM 2
ZONE 37**

1. ZONE 37 - CASTAIC HILLCREST AREA *As shown on Exhibit G.3, Area Maps: Figure 1*

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE.

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q.

***ESTIMATED UNITS x UNIT PRICE =
ESTIMATED ANNUAL COST**

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
A. TURF CARE: <i>In accordance with Exhibit H, Turf Care Maintenance Specifications</i>				
1.	Mowing (Approx. 0.41 acres)	43	\$ 296.00	\$12,728.00
2.	Mechanical Edging	43	\$ 170.00	\$7,310.00
3.	Aerification	1	\$ 636.00	\$636.00
4.	Thatch Removal/Renovation	1	\$ 1,272.00	\$1,272.00
5.	Pest and Disease Control	1	\$ 318.00	\$318.00
6.	Turf Reseeding/Restoration	1	\$ 636.00	\$636.00
B. IRRIGATION SYSTEMS: <i>In accordance with Exhibit I.1 and I.2, Irrigation System Maintenance and Specifications</i>				
1.	Conventional Irrigation System Maintenance and Management for Turf Areas (0.41 acres) Operability and Testing	12	\$ 2,544.00	\$30,528.00
2.	Conventional Irrigation System Maintenance and Management for Planted Slopes (32.65 acres) Operability and Testing	12	\$ 2,332.00	\$27,984.00
3.	Point Irrigation System Maintenance and Management for Planted Slopes (2.74 acres) Operability and Testing	12	\$ 742.00	\$8,904.00
4.	Subterranean Irrigation System Maintenance	N/A	N/A	\$0.00
5.	Reclaimed Water Irrigation System Maintenance	N/A	N/A	\$0.00
6.	Annual Backflow Certifications (27 total backflows)	2	\$ 106.00	\$212.00
C. SHRUB & GROUND COVER: <i>In accordance with Exhibit J, Shrub and Ground Cover Maintenance</i>				
1.	General Pruning and Trimming (Approx. 35.39 acres)	12	\$ 7,568.00	\$90,816.00
2.	Renovation	1	\$ 5,300.00	\$5,300.00
3.	Shrub and Ground Cover Replacement (unit price per 100 sq. ft.)	300	\$ 20.00	\$6,000.00
4.	Annual Color (unit price per 100 sq. ft.)	50	\$ 190.00	\$9,500.00
D. FERTILIZATION: <i>As described in Exhibit L.1 and Exhibit L.2, Fertilization Specifications and Schedules</i>				
1.	Soil Test Analysis and Reporting	1	\$ 318.00	\$318.00
2.	Turf Care - Mechanical/Hand Broadcast of Granular Fertilizer			
a.)	As directed per the schedule in Exhibit L.2, Figure A, Item 1	2	\$ 848.00	\$1,696.00
b.)	As directed per the schedule in Exhibit L.2, Figure A, Item 2	1	\$ 848.00	\$848.00
c.)	As directed per the schedule in Exhibit L.2, Figure A, Item 3	1	\$ 848.00	\$848.00
3.	Turf Care - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
4.	Shrub and GroundCover - Annual Color Areas: Granular Fertilizer Mechanical/Hand Broadcast (Approx. 1,500 sq. ft.)			
a.)	As directed per the schedule in Exhibit L.2, Figure D, Item 1	4	\$ 106.00	\$424.00
5.	Shrubs and GroundCover - Mechanical/Hand Broadcast			
a.)	As directed per the schedule in Exhibit L.2, Figure B, Item 1	2	\$ 742.00	\$1,484.00
b.)	As directed per the schedule in Exhibit L.2, Figure B, Item 2	2	\$ 742.00	\$1,484.00
6.	Shrub & Groundcover - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
7.	Ornamental Trees - Fertilizer Stakes (Approx. 2,650 trees) As directed per the schedule in Exhibit L.2, Figure C, Item 1	N/A	N/A	\$0.00

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.3C
OPTION TERM 2
ZONE 37**

1. ZONE 37 - CASTAIC HILLCREST AREA As shown on Exhibit G.3, Area Maps: Figure 1

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE.

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q.

*ESTIMATED UNITS x UNIT PRICE =
ESTIMATED ANNUAL COST

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
E.	WEED & PEST CONTROL: As described in Exhibit M, Weed and Pest Control Specifications.			
1.	Weed Control	26	\$ 742.00	\$19,292.00
2.	Pest/Disease Control			
a.)	Turf (Approx. 0.41 acres)	26	\$ 96.00	\$2,496.00
b.)	Shrub & Groundcover (Approx. 35.39 acres - Planted Slopes/Medians)	26	\$ 530.00	\$13,780.00
F.	TREE CARE: In accordance with specifications in Exhibit K.1, Exhibit K.2 and where applicable Exhibit Q.			
1.	Routine Maintenance and Reporting (Approx. 2,650 trees)	12	\$ 1,166.00	\$13,992.00
2.	General Pruning (For approx. 1/3 of tree landscape) As directed per the schedule in Exhibit K.2, Figure C, Item 1	885	\$ 116.00	\$102,660.00
3.	Tree Removal			
a.)	Small Trees (Base no greater than 12 in. diameter)			
i.	Adjacent to Road ROW	15	\$ 32.00	\$480.00
ii.	Accessible Easement	10	\$ 64.00	\$640.00
iii.	Remote Access	25	\$ 106.00	\$2,650.00
b.)	Medium Trees (Base from 12 in. to 24 in. diameter)			
i.	Adjacent to Road ROW	12	\$ 54.00	\$648.00
ii.	Accessible Easement	8	\$ 84.00	\$672.00
iii.	Remote Access	25	\$ 160.00	\$4,000.00
c.)	Large Trees (Base greater than 24 in. diameter)			
i.	Adjacent to Road ROW	8	\$ 212.00	\$1,696.00
ii.	Accessible Easement	5	\$ 636.00	\$3,180.00
iii.	Remote Access	10	\$ 1,272.00	\$12,720.00
4.	Tree Replacement			
a.)	15-gallon Tree	25	\$ 106.00	\$2,650.00
b.)	24-inch Tree	15	\$ 212.00	\$3,180.00
5.	Oak Tree Care - In accordance with Exhibit K.1, Section E, Oak Tree Management, and Exhibit Q, Oak Tree Ordinance	N/A	N/A	\$0.00
G.	SITE CLEANUP: As per Exhibit N, Site Cleanup Specifications			
1.	Litter Control and Area Maintenance	4	\$ 424.00	\$1,696.00
2.	Graffiti Control and Reporting	N/A	N/A	\$0.00
3.	Dog Station Maintenance	N/A	N/A	\$0.00
H.	BRUSH CLEARANCE: As specified in Exhibit O, Brush Clearance			
1.	Fire Protection (Approx. 12.0 acres)	1	\$ 8,544.00	\$8,544.00
I.	DRAINAGE SYSTEMS: As specified in Exhibit P, Drainage Systems			
1.	Maintenance and Management	12	\$ 1,166.00	\$13,992.00
ZONE 37 - CASTAIC HILLCREST		ESTIMATED ANNUAL AMOUNT:		\$418,214.00

SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C

EXHIBIT A.1
FORM PW-2.3C
OPTION TERM 2
ZONE 37

UNIT PRICE LIST: *As applicable for Zone 37- Castaic Hillcrest Area*

Unit prices shall be wholesale costs + percentage for overhead and profit

IMPORTANT: Proposer must include a price for all items on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)

No.	Unit Description	Specification/Size	Unit Price
1.	Replacement of pop-up sprinkler (spray)	4"	@ \$ 19.00 ea.
		6"	@ \$ 22.00 ea.
		12"	@ \$ 32.00 ea.
2.	Replacement of pop-up sprinkler (nozzle)		@ \$ 4.00 ea.
3.	Replacement of swing joint assembly		@ \$ 15.00 ea.
4.	Replacement of riser (sch 80) 1/2"	4"	@ \$ 5.00 ea.
		6"	@ \$ 5.10 ea.
		8"	@ \$ 6.00 ea.
		12"	@ \$ 10.00 ea.
		18"	@ \$ 12.00 ea.
5	Replacement of gear driven spray (shrub)		@ \$ 27.00 ea.
6	Replacement of gear driven pop-up	4"	@ \$ 33.00 ea.
		6"	@ \$ 37.00 ea.
		12"	@ \$ 42.00 ea.
7	Replacement of bubbler only	0.25 gpm-2.0 gpm	@ \$ 4.60 ea.
8	Replacement of reducer (adaptor)	3/4 mt x 1/2 ft.	@ \$ 2.40 ea.
9	Replacement of PVC pipe UVR (In ft.)	1/2"	@ \$ 1.70 ea.
		3/4"	@ \$ 2.40 ea.
		1"	@ \$ 2.90 ea.
		1 1/4"	@ \$ 3.20 ea.
		1 1/2"	@ \$ 3.40 ea.
		2"	@ \$ 4.10 ea.
10	Replacement of PVC sch 40 pipe (In ft.)	1/2"	@ \$ 5.20 ea.
		3/4"	@ \$ 5.80 ea.
		1"	@ \$ 6.30 ea.
		1 1/4"	@ \$ 6.70 ea.
		1 1/2"	@ \$ 7.00 ea.
		2"	@ \$ 7.50 ea.
11	Replacement of irrigation control valve w/ superior valve	1"	@ \$ 219.00 ea.
		1 1/4"	@ \$ 289.00 ea.
		1 1/2"	@ \$ 347.00 ea.
		2"	@ \$ 375.00 ea.
12.	Replacement subterranean irrigation filter		@ \$ 17.00 ea.
13	Replacement of diaphragm		@ \$ 19.00 ea.

SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C

EXHIBIT A.1
FORM PW-2.3C
OPTION TERM 2
ZONE 37

Unit prices shall be wholesale costs + percentage for overhead and profit

IMPORTANT: Proposer must include a price for all items on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)

No.	Unit Description	Specification/Size	Unit Price
14	Replacement of solenoid		@ \$ 22.00 ea.
15	Replacement of drip (In ft.)	5/8"	@ \$ 0.70 ea.
16	Replacement of LOC-Eze coupling	5/8"	@ \$ 3.40 ea.
17	Replacement of 35 GPM filter	1"	@ \$ 116.00 ea.
18	1 gallon shrub planted		@ \$ 14.00 ea.
19	5 gallon shrub planted		@ \$ 40.00 ea.
20	5 gallon tree planted (stakes included)		@ \$ 63.00 ea.
21	15 gallon tree planted (stakes included)		@ \$ 104.00 ea.
22	24" box tree planted (stakes included)		@ \$ 347.00 ea.
23	36" box tree planted (stakes included)		@ \$ 809.00 ea.
24	Flat of ground cover planted		@ \$ 43.00 ea.
25	Flat of liner stock planted		@ \$ 52.00 ea.
26	Sod installed	(per sq. ft.)	@ \$ 2.40 ea.
27	Flat of annual color planted	(per sq. ft.)	@ \$ 44.00 ea.
28	Flat of annual color not planted		@ \$ 22.00 ea.
29	Jute netting installed	(per sq. ft.)	@ \$ 32.00 ea.
30	Earth Premium Grade Mulch distributed	(per cubic yard)	@ \$ 75.00 ea.
31	Pruning of palm tree	(small-size)	@ \$ 75.00 ea.
32	Pruning of palm tree	(medium-size)	@ \$ 98.00 ea.
33	Pruning of palm tree	(large-size)	@ \$ 156.00 ea.
34	Pruning of ornamental tree	(small-size)	@ \$ 87.00 ea.
35	Pruning of ornamental tree	(medium-size)	@ \$ 144.00 ea.
36	Pruning of ornamental tree	(large-size)	@ \$ 231.00 ea.
37	Aeration 1/2" Tines	(1 acre)	@ \$ 289.00 ea.
38	Verticut	(1 acre)	@ \$ 809.00 ea.
39	Overseed and top dress	(1 acre)	@ \$ 3005.00 ea.
40	Brush Clearance	(1 acre)	@ \$ 1445.00 ea.
41	Weed Abatement	(1 acre)	@ \$ 983.00 ea.
42	Hourly rate for laborer		@ \$ 42.00 ea.
43	Hourly rate for irrigation technician		@ \$ 55.00 ea.
44	Hourly rate for foreman		@ \$ 57.00 ea.

OVERALL UNIT PRICE LIST TOTALS:

\$10,863.80

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.4C
OPTION TERM 3
ZONE 37**

1. ZONE 37 - CASTAIC HILLCREST AREA As shown on Exhibit G.3, Area Maps: Figure 1

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE.

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q.

*ESTIMATED UNITS x UNIT PRICE =
ESTIMATED ANNUAL COST

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
A. TURF CARE: In accordance with Exhibit H, Turf Care Maintenance Specifications				
1.	Mowing (Approx. 0.41 acres)	43	\$ 304.00	\$13,072.00
2.	Mechanical Edging	43	\$ 175.00	\$7,525.00
3.	Aerification	1	\$ 654.00	\$654.00
4.	Thatch Removal/Renovation	1	\$ 1,308.00	\$1,308.00
5.	Pest and Disease Control	1	\$ 327.00	\$327.00
6.	Turf Reseeding/Restoration	1	\$ 654.00	\$654.00
B. IRRIGATION SYSTEMS: In accordance with Exhibit I.1 and I.2, Irrigation System Maintenance and Specifications				
1.	Conventional Irrigation System Maintenance and Management for Turf Areas (0.41 acres) Operability and Testing	12	\$ 2,616.00	\$31,392.00
2.	Conventional Irrigation System Maintenance and Management for Planted Slopes (32.65 acres) Operability and Testing	12	\$ 2,398.00	\$28,776.00
3.	Point Irrigation System Maintenance and Management for Planted Slopes (2.74 acres) Operability and Testing	12	\$ 763.00	\$9,156.00
4.	Subterranean Irrigation System Maintenance	N/A	N/A	\$0.00
5.	Reclaimed Water Irrigation System Maintenance	N/A	N/A	\$0.00
6.	Annual Backflow Certifications (27 total backflows)	2	\$ 109.00	\$218.00
C. SHRUB & GROUND COVER: In accordance with Exhibit J, Shrub and Ground Cover Maintenance				
1.	General Pruning and Trimming (Approx. 35.39 acres)	12	\$ 7,782.00	\$93,384.00
2.	Renovation	1	\$ 5,450.00	\$5,450.00
3.	Shrub and Ground Cover Replacement (unit price per 100 sq. ft.)	300	\$ 21.00	\$6,300.00
4.	Annual Color (unit price per 100 sq. ft.)	50	\$ 195.00	\$9,750.00
D. FERTILIZATION: As described in Exhibit L.1 and Exhibit L.2, Fertilization Specifications and Schedules				
1.	Soil Test Analysis and Reporting	1	\$ 327.00	\$327.00
2.	Turf Care - Mechanical/Hand Broadcast of Granular Fertilizer			
a.)	As directed per the schedule in Exhibit L.2, Figure A, Item 1	2	\$ 872.00	\$1,744.00
b.)	As directed per the schedule in Exhibit L.2, Figure A, Item 2	1	\$ 872.00	\$872.00
c.)	As directed per the schedule in Exhibit L.2, Figure A, Item 3	1	\$ 872.00	\$872.00
3.	Turf Care - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
4.	Shrub and GroundCover - Annual Color Areas: Granular Fertilizer Mechanical/Hand Broadcast (Approx. 1,500 sq. ft.)			
a.)	As directed per the schedule in Exhibit L.2, Figure D, Item 1	4	\$ 109.00	\$436.00
5.	Shrubs and GroundCover - Mechanical/Hand Broadcast			
a.)	As directed per the schedule in Exhibit L.2, Figure B, Item 1	2	\$ 763.00	\$1,526.00
b.)	As directed per the schedule in Exhibit L.2, Figure B, Item 2	2	\$ 763.00	\$1,526.00
6.	Shrub & Groundcover - Liquid/Water-Soluble Fertilizer	N/A	N/A	\$0.00
7.	Ornamental Trees - Fertilizer Stakes (Approx. 2,650 trees) As directed per the schedule in Exhibit L.2, Figure C, Item 1	N/A	N/A	\$0.00

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.4C
OPTION TERM 3
ZONE 37**

*IT IS UNDERSTOOD AND AGREED THAT WHERE QUANTITIES (UNITS), IF ANY, ARE SET FORTH IN THIS SCHEDULE OF PRICES, THEY ARE ONLY ESTIMATES, AND THAT UNIT PRICES QUOTED, IF ANY, SHALL APPLY ONLY TO THE ACTUAL QUANTITY OF UNITS RENDERED, WHATEVER THOSE MAY BE.

NOTE: Prices quoted herein include all labor hours and materials, unless otherwise noted in this contract's Exhibits A through Q.

*ESTIMATED UNITS x UNIT PRICE =
ESTIMATED ANNUAL COST

ZONE 37	LANDSCAPE MAINTENANCE TASK DESCRIPTION	*ESTIMATED UNITS/ FREQUENCY	UNIT PRICE PER FREQUENCY	ESTIMATED ANNUAL COST
E.	WEED & PEST CONTROL: <i>As described in Exhibit M, Weed and Pest Control Specifications.</i>			
1.	Weed Control	26	\$ 763.00	\$19,838.00
2.	Pest/Disease Control			
a.)	Turf (Approx. 0.41 acres)	26	\$ 99.00	\$2,574.00
b.)	Shrub & Groundcover (Approx. 35.39 acres - Planted Slopes/Medians)	26	\$ 545.00	\$14,170.00
F.	TREE CARE: <i>In accordance with specifications in Exhibit K.1, Exhibit K.2 and where applicable Exhibit Q.</i>			
1.	Routine Maintenance and Reporting (Approx. 2,650 trees)	12	\$ 1,199.00	\$14,388.00
2.	General Pruning (For approx. 1/3 of tree landscape) <i>As directed per the schedule in Exhibit K.2, Figure C, Item 1</i>	885	\$ 119.00	\$105,315.00
3.	Tree Removal			
a.)	Small Trees (Base no greater than 12 in. diameter)			
i.	Adjacent to Road ROW	15	\$ 33.00	\$495.00
ii.	Accessible Easement	10	\$ 66.00	\$660.00
iii.	Remote Access	25	\$ 109.00	\$2,725.00
b.)	Medium Trees (Base from 12 in. to 24 in. diameter)			
i.	Adjacent to Road ROW	12	\$ 56.00	\$672.00
ii.	Accessible Easement	8	\$ 86.00	\$688.00
iii.	Remote Access	25	\$ 165.00	\$4,125.00
c.)	Large Trees (Base greater than 24 in. diameter)			
i.	Adjacent to Road ROW	8	\$ 218.00	\$1,744.00
ii.	Accessible Easement	5	\$ 654.00	\$3,270.00
iii.	Remote Access	10	\$ 1,308.00	\$13,080.00
4.	Tree Replacement			
a.)	15-gallon Tree	25	\$ 109.00	\$2,725.00
b.)	24-inch Tree	15	\$ 218.00	\$3,270.00
5.	Oak Tree Care - In accordance with Exhibit K.1, Section E, Oak Tree Management, and Exhibit Q, Oak Tree Ordinance	N/A	N/A	\$0.00
G.	SITE CLEANUP: <i>As per Exhibit N, Site Cleanup Specifications</i>			
1.	Litter Control and Area Maintenance	4	\$ 436.00	\$1,744.00
2.	Graffiti Control and Reporting	N/A	N/A	\$0.00
3.	Dog Station Maintenance	N/A	N/A	\$0.00
H.	BRUSH CLEARANCE: <i>As specified in Exhibit O, Brush Clearance</i>			
1.	Fire Protection (Approx. 12.0 acres)	1	\$ 8,786.00	\$8,786.00
I.	DRAINAGE SYSTEMS: <i>As specified in Exhibit P, Drainage Systems</i>			
1.	Maintenance and Management	12	\$ 1,199.00	\$14,388.00
ZONE 37 - CASTAIC HILLCREST			ESTIMATED ANNUAL AMOUNT:	\$429,926.00

**SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C**

**EXHIBIT A.1
FORM PW-2.4C
OPTION TERM 3
ZONE 37**

UNIT PRICE LIST: *As applicable for Zone 37- Castaic Hillcrest Area*

Unit prices shall be wholesale costs + percentage for overhead and profit

IMPORTANT: Proposer must include a price for all items on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)					
No.	Unit Description	Specification/Size		Unit Price	
1.	Replacement of pop-up sprinkler (spray)	4"	@	\$ 20.00	ea.
		6"	@	\$ 24.00	ea.
		12"	@	\$ 34.00	ea.
2.	Replacement of pop-up sprinkler (nozzle)		@	\$ 4.00	ea.
3.	Replacement of swing joint assembly		@	\$ 16.00	ea.
4.	Replacement of riser (sch 80) 1/2"	4"	@	\$ 5.00	ea.
		6"	@	\$ 5.50	ea.
		8"	@	\$ 6.00	ea.
		12"	@	\$ 11.00	ea.
		18"	@	\$ 13.00	ea.
5	Replacement of gear driven spray (shrub)		@	\$ 29.00	ea.
6	Replacement of gear driven pop-up	4"	@	\$ 35.00	ea.
		6"	@	\$ 40.00	ea.
		12"	@	\$ 45.00	ea.
7	Replacement of bubbler only	0.25 gpm-2.0 gpm	@	\$ 4.90	ea.
8	Replacement of reducer (adaptor)	3/4 mt x 1/2 ft.	@	\$ 2.60	ea.
9	Replacement of PVC pipe UVR (In ft.)	1/2"	@	\$ 1.80	ea.
		3/4"	@	\$ 2.60	ea.
		1"	@	\$ 3.10	ea.
		1 1/4"	@	\$ 3.40	ea.
		1 1/2"	@	\$ 3.70	ea.
		2"	@	\$ 4.40	ea.
10	Replacement of PVC sch 40 pipe (In ft.)	1/2"	@	\$ 5.60	ea.
		3/4"	@	\$ 6.20	ea.
		1"	@	\$ 6.80	ea.
		1 1/4"	@	\$ 7.20	ea.
		1 1/2"	@	\$ 7.50	ea.
		2"	@	\$ 8.10	ea.
11	Replacement of irrigation control valve w/ superior valve	1"	@	\$ 235.00	ea.
		1 1/4"	@	\$ 311.00	ea.
		1 1/2"	@	\$ 373.00	ea.
		2"	@	\$ 403.00	ea.
12.	Replacement subterranean irrigation filter		@	\$ 18.00	ea.
13	Replacement of diaphragm		@	\$ 20.00	ea.

SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C

EXHIBIT A.1
FORM PW-2.4C
OPTION TERM 3
ZONE 37

Unit prices shall be wholesale costs + percentage for overhead and profit

IMPORTANT: Proposer must include a price for all items on this Unit Price List. Proposals which fail to provide a price for any item will be subject to disqualification.

UNIT PRICES ARE FOR ADDITIONAL WORK ITEMS (INSTALLED, UNLESS SPECIFIED OTHERWISE)			
No.	Unit Description	Specification/Size	Unit Price
14	Replacement of solenoid		@ \$ 24.00 ea.
15	Replacement of drip (In ft.)	5/8"	@ \$ 0.80 ea.
16	Replacement of LOC-Eze coupling	5/8"	@ \$ 3.70 ea.
17	Replacement of 35 GPM filter	1"	@ \$ 125.00 ea.
18	1 gallon shrub planted		@ \$ 15.00 ea.
19	5 gallon shrub planted		@ \$ 43.00 ea.
20	5 gallon tree planted (stakes included)		@ \$ 68.00 ea.
21	15 gallon tree planted (stakes included)		@ \$ 112.00 ea.
22	24" box tree planted (stakes included)		@ \$ 373.00 ea.
23	36" box tree planted (stakes included)		@ \$ 870.00 ea.
24	Flat of ground cover planted		@ \$ 46.00 ea.
25	Flat of liner stock planted		@ \$ 56.00 ea.
26	Sod installed	(per sq. ft.)	@ \$ 2.60 ea.
27	Flat of annual color planted	(per sq. ft.)	@ \$ 47.00 ea.
28	Flat of annual color not planted		@ \$ 24.00 ea.
29	Jute netting installed	(per sq. ft.)	@ \$ 34.00 ea.
30	Earth Premium Grade Mulch distributed	(per cubic yard)	@ \$ 81.00 ea.
31	Pruning of palm tree	(small-size)	@ \$ 81.00 ea.
32	Pruning of palm tree	(medium-size)	@ \$ 105.00 ea.
33	Pruning of palm tree	(large-size)	@ \$ 248.00 ea.
34	Pruning of ornamental tree	(small-size)	@ \$ 94.00 ea.
35	Pruning of ornamental tree	(medium-size)	@ \$ 155.00 ea.
36	Pruning of ornamental tree	(large-size)	@ \$ 248.00 ea.
37	Aeration 1/2" Tines	(1 acre)	@ \$ 311.00 ea.
38	Verticut	(1 acre)	@ \$ 870.00 ea.
39	Overseed and top dress	(1 acre)	@ \$ 3230.00 ea.
40	Brush Clearance	(1 acre)	@ \$ 1553.00 ea.
41	Weed Abatement	(1 acre)	@ \$ 1057.00 ea.
42	Hourly rate for laborer		@ \$ 45.00 ea.
43	Hourly rate for irrigation technician		@ \$ 59.00 ea.
44	Hourly rate for foreman		@ \$ 51.00 ea.

OVERALL UNIT PRICE LIST TOTALS:

\$11,747.50

SCHEDULE OF PRICES
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY
GROUP C

IMPORTANT: It is understood and agreed upon that the number of additional hours (800) is an estimate of the potential additional hours for extra work requests, which may be required of this contract, if any. This is only an estimate, billing for any such additional work shall be assessed only for items not listed in the Schedule of Prices, Forms PW-2.1C through PW-2.4C at the hourly rates provided herein, for the specified term.

ESTIMATED ADDITIONAL HOURS x HOURLY RATE = TOTAL ESTIMATED ADDITIONAL AMOUNT			
CONTRACT TERM	*ESTIMATED ADDITIONAL HOURS	**HOURLY RATE	TOTAL ESTIMATED ADDITIONAL AMOUNT
INITIAL TERM	800	\$ 29.50	[A] \$23,600.00
OPTION TERM 1	800	\$ 30.40	[B] \$24,320.00
OPTION TERM 2	800	\$ 31.00	[C] \$24,800.00
OPTION TERM 3	800	\$ 32.00	[D] \$25,600.00

*Additional Hours may be used for tasks not listed in the PW-2 Forms.

**Hourly rates shall include all administrative costs, overtime, materials, transportation, taxes, equipment, and supplies unless otherwise stated in the RFP.

SUMMARY OF TERMS
GROUP C: LANDSCAPE MAINTENANCE ZONE 37

It is the responsibility of the Proposer to calculate the Bid price to take into consideration a possible escalation of wages, materials, and other costs during the Contract period. The Board, County, Public Works, District(s), or Director make no representations regarding future costs or the rate of wages that may become necessary to pay employees of the Contractor for the work performed during the Contract period.

SCHEDULE OF PRICES TOTAL	INITIAL TERM FORM PW-2.1C	OPTION TERM 1 FORM PW-2.2C	OPTION TERM 2 FORM PW-2.3C	OPTION TERM 3 FORM PW-2.4C
Zone 37: Castaic Hillcrest Area	\$ 394,790.00	\$ 406,502.00	\$ 418,214.00	\$ 429,926.00
UNIT PRICE LIST TOTALS	INITIAL TERM FORM PW-2.1C	OPTION TERM 1 FORM PW-2.2C	OPTION TERM 2 FORM PW-2.3C	OPTION TERM 3 FORM PW-2.4C
Zone 37: Castaic Hillcrest Area	\$ 9,400.00	\$ 10,254.10	\$ 10,863.80	\$ 11,747.50
OVERALL TERM TOTALS:	[1] \$404,190.00	[2] \$416,756.10	[3] \$429,077.80	[4] \$441,673.50

NOTE: Proposer must provide pricing for each Landscape Maintenance Zone/Area for ALL four (4) contract terms consistent with the totals of their submitted Schedule of Prices, Forms PW-2.1C through PW-2.4C. Any proposal submission that does not include pricing for all terms may be rejected at the County's discretion.

TOTAL CONTRACT COST SUMMARY

CONTRACT TERM	TOTAL CONTRACT AMOUNT
INITIAL TERM	[A]+[1] \$ 427,790.00
OPTION TERM 1	[B]+[2] \$ 441,076.10
OPTION TERM 2	[C]+[3] \$ 453,877.80
OPTION TERM 3	[D]+[4] \$ 467,273.50
TOTAL OVERALL CONTRACT SUM (ALL TERMS):	\$ 1,790,017.40
AVERAGE ANNUAL CONTRACT SUM:	\$ 447,504.35

The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.

Proposing Company/Firm: Oakridge Landscape, Inc.	Name of Authorized Person: Jeff Myers
Signature of Authorized Person:	Title of Authorized Person: President
Proposer's Physical Business Address: 28064 Avenue Stanford, Unit K, Valencia, CA 91355	E-Mail Address: jeff@oakrdigelandscapenet
	Office Phone: 661-295-7225
	Mobile Phone:

STAFFING PLAN & COST METHODOLOGY FOR LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY ZONES: GROUP C

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY (NOTE: INDICATE NUMBER OF EMPLOYEES ADJUST WORK PER SHIFT)							HOURS PER WEEK	APPROXIMATE HOURS (52 * HRS PER WEEK)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Crewmember Labor 1		8	8	8	8	8	8	40	2080	15.79	\$ 32,843.20
Crewmember Labor 2		8	8	8	8	8	8	40	2080	15.79	\$ 32,843.20
Crewmember Labor 3		8	8	8	8	8	8	40	2080	15.79	\$ 32,843.20
Crewmember Labor 4		8	8	8	8	8	8	40	2080	15.79	\$ 32,843.20
Crewmember Labor 5			8				8	16	832	15.79	\$ 13,137.28
Working Foreman		8	8	8	8	8	8	40	2080	16.50	\$ 34,320.00
Irrigation Tech		8	8	8	8	8	8	24	1248	17.50	\$ 36,400.00
Supervisor / Account Manager*							8	16	832	22.00	\$ 18,304.00
Comments/Notes:											
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATE IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE FORM LW-8s PER EACH YEAR'S RATE.											
(1) Vacations, Sick Leave, Holiday (2) Health Insurance (3) Payroll Taxes & Workers' Compensation (4) Welfare and Pension (5) Equipment Costs (6) Service and Supply Costs (7) General and Administrative Costs (8) Profit											
*Note, Supervisor/Account Manager is a full time position with hours split among other properties.											
Total Salaries \$ 233,534.08											
Total Employee Benefits (1+2+3+4) \$ 83,080.35											
Total Other Costs (5+6+7+8) \$ 12,137.49											
Total Other Costs (5+6+7+8) \$ 16,183.32											
Total Other Costs (5+6+7+8) \$ 16,183.32											
TOTAL PRICE \$ 404,190.00											

* All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.
 ** Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates not in compliance may subject your proposal to Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

Oakridge Landscape, Inc.

Name of Proposer _____ Signature _____ Date 4/23/18

Page 1 of 4

STAFFING PLAN & COST METHODOLOGY FOR LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY ZONES: GROUP C

POSITION/TITLE* (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY (NOTE: MINIMUM 2 EMPLOYEES MUST WORK PER SHIFT)							HOURS PER WEEK	APPROXIMATE HOURS (52 x HRS PER WEEK)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Crewmember Labor 1		8	8	8	8	8	8	40	2080	16.54	\$ 34,403.20
Crewmember Labor 2		8	8	8	8	8	8	40	2080	16.54	\$ 34,403.20
Crewmember Labor 3		8	8	8	8	8	8	40	2080	16.54	\$ 34,403.20
Crewmember Labor 4		8	8	8	8	8	8	40	2080	16.54	\$ 34,403.20
Crewmember Labor 5			8				8	16	832	16.54	\$ 13,761.28
Working Foreman		8	8	8	8	8	8	40	2080	17.00	\$ 35,360.00
Irrigation Tech		8	8	8	8	8	8	40	2080	17.50	\$ 36,400.00
Supervisor / Account Manager			8				8	16	1525.33	22.00	\$ 18,304.00
Comments/Notes:											
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATE IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE FORM LW-8s PER EACH YEAR'S RATE.											
Total Salaries											
(1) Vacations, Sick Leave, Holiday											
(2) Health Insurance											
(3) Payroll Taxes & Workers' Compensation											
(4) Welfare and Pension											
Total Employee Benefits (1+2+3+4)											
(5) Equipment Costs											
(6) Service and Supply Costs											
(7) General and Administrative Costs											
(8) Profit											
Total Other Costs (5+6+7+8)											
TOTAL PRICE											
\$ 416,756.10											

* All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.
 ** Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates not in compliance may subject your proposal to

Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the commodity calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

Oakridge Landscape, Inc.
 Name of Proposer _____
 Signature  _____
 Date 4/23/18 _____
 Page 2 of 4

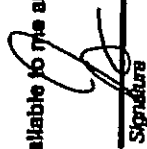
STAFFING PLAN & COST METHODOLOGY FOR LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY ZONES: GROUP C

POSITION/TITLE* (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY (NOTE: MINIMUM 2 EMPLOYEES MUST WORK PER SHIFT)							HOURS PER WEEK	APPROXIMATE HOURS (52 WKS PER WEEK)	HOURLY WAGE RATE**	COST
	SUN	MON	TUE	WED	THU	FRI	SAT				
Crewmember Labor 1		8	8	8	8	8	8	40	2080	17.29	\$ 35,963.20
Crewmember Labor 2		8	8	8	8	8	8	40	2080	17.29	\$ 35,963.20
Crewmember Labor 3		8	8	8	8	8	8	40	2080	17.29	\$ 35,963.20
Crewmember Labor 4		8	8	8	8	8	8	40	2080	17.29	\$ 35,963.20
Crewmember Labor 5			8				8	16	2080	17.29	\$ 14,385.28
Working Foreman		8	8	8	8	8	8	40	2080	17.60	\$ 36,608.00
Irrigation Tech		8	8	8	8	8	8	40	2080	17.60	\$ 36,608.00
Supervisor / Account Manager			8				8	24	1248	22.00	\$ 18,304.00
Comments/Notes:											
*Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATE IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE FORM LW-8s PER EACH YEAR'S RATE.											
Total Salaries \$ 249,758.08											
(1) Vacations, Sick Leave, Holiday \$ 4,294.95											
(2) Health Insurance \$ 12,884.85											
(3) Payroll Taxes & Workers' Compensation \$ 71,016.18											
(4) Welfare and Pension \$.00											
Total Employee Benefits (1+2+3+4) \$ 88,195.98											
(5) Equipment Costs \$ 12,884.85											
(6) Service and Supply Costs \$ 43,879.28											
(7) General and Administrative Costs \$ 17,179.80											
(8) Profit \$ 17,179.80											
Total Other Costs (5+6+7+8) \$ 91,123.74											
TOTAL PRICE \$ 429,077.80											

* All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.
 ** Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates not in compliance may subject your proposal to Note: This cost methodology is to show, in detail, how the Bidder arrived at the proposed contract price. This methodology is to reflect employee classifications to be used (e.g., landscape maintenance laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the prices quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated prices indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

Oakridge Landscape, Inc.

Name of Proposer _____ Signature  Date 4/23/18

Page 3 of 4

STAFFING PLAN & COST METHODOLOGY FOR LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY ZONES: GROUP C

POSITION/TITLE * (LIST EACH EMPLOYEE SEPARATELY)	HOURS PER DAY (NOTE: MINIMUM 2 EMPLOYEES MUST WORK PER SHIFT)							HOURS PER WEEK	APPROXIMATE HOURS (52 WRS PER WEEK)	HOURLY WAGE RATE**	COST																							
	SUN	MON	TUE	WED	THU	FRI	SAT																											
Crewmember Labor 1		8	8	8	8	8	8	40	2080	17.79	\$ 37,003.20																							
Crewmember Labor 2		8	8	8	8	8	8	40	2080	17.79	\$ 37,003.20																							
Crewmember Labor 3		8	8	8	8	8	8	40	2080	17.79	\$ 37,003.20																							
Crewmember Labor 4		8	8	8	8	8	8	40	2080	17.79	\$ 37,003.20																							
Crewmember Labor 5								16	832	17.79	\$ 14,801.28																							
Working Foreman		8	8	8	8	8	8	40	2080	18.25	\$ 37,960.00																							
Irrigation Tech		8	8	8	8	8	8	24	2080	18.25	\$ 37,960.00																							
Supervisor / Account Manager *								16	832	22.00	\$ 18,304.00																							
Comments/Notes:																																		
**Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATE IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE FORM LW-8s PER EACH YEAR'S RATE.																																		
*Note, Supervisor/Account Manager is a full time position with hours split among other properties.																																		
<table border="0" style="width:100%"> <tr> <td style="width:50%">Total Salaries</td> <td style="width:50%">\$ 257,038.08</td> </tr> <tr> <td>(1) Vacations, Sick Leave, Holiday</td> <td>\$ 4,421.03</td> </tr> <tr> <td>(2) Health Insurance</td> <td>\$ 13,263.09</td> </tr> <tr> <td>(3) Payroll Taxes & Workers' Compensation</td> <td>\$ 73,100.88</td> </tr> <tr> <td>(4) Welfare and Pension</td> <td>\$.00</td> </tr> <tr> <td>Total Employee Benefits (1+2+3+4)</td> <td>\$ 90,785.00</td> </tr> <tr> <td>(5) Equipment Costs</td> <td>\$ 13,263.09</td> </tr> <tr> <td>(6) Service and Supply Costs</td> <td>\$ 45,219.09</td> </tr> <tr> <td>(7) General and Administrative Costs</td> <td>\$ 17,684.12</td> </tr> <tr> <td>(8) Profit</td> <td>\$ 17,684.12</td> </tr> <tr> <td>Total Other Costs (5+6+7+8)</td> <td>\$ 93,850.42</td> </tr> <tr> <td>TOTAL PRICE</td> <td>\$ 441,673.50</td> </tr> </table>											Total Salaries	\$ 257,038.08	(1) Vacations, Sick Leave, Holiday	\$ 4,421.03	(2) Health Insurance	\$ 13,263.09	(3) Payroll Taxes & Workers' Compensation	\$ 73,100.88	(4) Welfare and Pension	\$.00	Total Employee Benefits (1+2+3+4)	\$ 90,785.00	(5) Equipment Costs	\$ 13,263.09	(6) Service and Supply Costs	\$ 45,219.09	(7) General and Administrative Costs	\$ 17,684.12	(8) Profit	\$ 17,684.12	Total Other Costs (5+6+7+8)	\$ 93,850.42	TOTAL PRICE	\$ 441,673.50
Total Salaries	\$ 257,038.08																																	
(1) Vacations, Sick Leave, Holiday	\$ 4,421.03																																	
(2) Health Insurance	\$ 13,263.09																																	
(3) Payroll Taxes & Workers' Compensation	\$ 73,100.88																																	
(4) Welfare and Pension	\$.00																																	
Total Employee Benefits (1+2+3+4)	\$ 90,785.00																																	
(5) Equipment Costs	\$ 13,263.09																																	
(6) Service and Supply Costs	\$ 45,219.09																																	
(7) General and Administrative Costs	\$ 17,684.12																																	
(8) Profit	\$ 17,684.12																																	
Total Other Costs (5+6+7+8)	\$ 93,850.42																																	
TOTAL PRICE	\$ 441,673.50																																	

* All employees shown must be FULL-TIME employees of the Bidder, unless exemption to use Part-Time employees has been granted by the County.
 ** Living wage rate shall be at the wage rate as set forth in Form LW-1, Los Angeles County Code Chapter 2.201 - Living Wage Program. Hourly rates not in compliance may subject your proposal to laborer, working supervisor, etc.); hours to be worked daily, weekly, and annually by each classification; hourly and annual wages to be paid to each classification; estimated annual payroll taxes; estimated annual allowances for vacation, sick, holiday, health and welfare, and pension. Bidder's costs for insurance, supplies, equipment, overhead, and any other miscellaneous costs are to be shown as requested. These costs, plus the gross labor costs and projected profit, must match the total to the Bidder's annual price as quoted in Form PW-2, Schedule of Prices. When there is a discrepancy between the price quoted in Form PW-2, Schedule of Prices, and this cost methodology, Form LW-8, the correctly calculated price indicated in Form PW-2, Schedule of Prices, shall prevail.

The above information was compiled from records that are available to me at this time and I declare under penalty of perjury that the information is true and accurate within the requirements of the Bid.

Oakridge Landscape, Inc.

Name of Proposer

Signature

Page 4 of 4

4/23/18

Date

SERVICE CONTRACT GENERAL REQUIREMENTS

SECTION 1

INTERPRETATION OF CONTRACT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this Contract and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this Contract and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the Request for Proposals, Contract, Scope of Work, Specifications, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

Agreement. The written, signed accord covering the performance of the requested service.

Board. The Board of Supervisors of County of Los Angeles and Ex-Officio Board of Supervisors of the Los Angeles County Flood Control District.

Contract. The written agreement covering the performance of the service and the furnishing of labor, materials, supervision, and equipment in the performance of the service. The Contract includes the Agreement, Exhibit A - Scope of Work (Specifications), Exhibit B - Service Contract General Requirements, Exhibit C - Internal Revenue Service Notice 1015, Exhibit D - Safely Surrendered Baby Law Posters, Exhibit E – Defaulted Property Tax Reduction Program; and other appropriate exhibits, amendments, and change orders. Included are all supplemental agreements amending or extending the service to be performed, which may be required to supply acceptable services specified herein.

Contractor. The person or persons, sole proprietor, partnership, joint venture, corporation, or other legal entity who has entered into an agreement with County to perform or execute the work covered by this Contract.

Contract Work or Work. The entire contemplated work of maintenance and repair to be performed, and services rendered as prescribed in this Contract.

County. Includes County of Los Angeles, County of Los Angeles Department of Public Works, Los Angeles County Road Department, and/or Los Angeles County Engineer.

Day. Calendar day(s) unless otherwise specified.

Direct Employee. Worker employed by Contractor under Contractor's State and Federal taxpayer identification.

Director. The Director of Public Works, County of Los Angeles, as used herein, includes the Road Commissioner, County of Los Angeles; County Engineer, County of Los Angeles; Chief Engineer, Los Angeles County Flood Control District; and/or authorized representative(s).

District. Los Angeles County Flood Control District, or Los Angeles County Waterworks Districts, or Los Angeles County Consolidated Sewer Maintenance District.

Employee Leasing. Any agreement to employ any worker, at any tier, that is neither a Subcontract nor a direct employee relationship.

Fiscal Year. The 12-month period beginning July 1 and ending the following June 30.

Maximum Contract Sum. The Maximum Contract Sum is the aggregate total amount of compensation authorized by the Board.

Proposal. The written materials that a Proposer submits in response to a solicitation document (Request for Proposals).

Proposer. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Proposal for the work, acting directly or through a duly authorized representative.

Public Works. County of Los Angeles Department of Public Works.

Solicitation. Request for Proposals, Invitation for Bids, Request for Statement of Qualifications, or Request for Quotation.

Specifications. The directions, provisions, and requirements contained herein, as supplemented by such special provisions as may be necessary pertaining to method, manner, and place of performing the work under this Contract.

Subcontract. An agreement by the Contractor to employ a Subcontractor at any tier; to employ or agree to employ a Subcontractor, at any tier.

Subcontractor. Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to Contractor in furtherance of the Contractor's performance of this Contract, at any tier, under oral or written agreement.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

SECTION 2

STANDARD TERMS AND CONDITIONS PERTAINING TO CONTRACT ADMINISTRATION

A. Amendments

1. For any change which affects the Scope of Work, Contract sum, payments, or any term or condition included in this Contract, an amendment shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor.
2. The Board or County's Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in this Contract during the term of this Contract. County reserves the right to add and/or change such provisions as required by the Board or the Chief Executive Officer. To implement such changes, an amendment or a change order to this Contract shall be prepared by Public Works and signed by the Contractor.
3. County may, at its sole discretion, authorize extensions of time to this Contract's term. Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an amendment to this Contract shall be prepared and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. To the extent that extensions of time for Contractor performance do not impact either scope or amount of this Contract, Public Works may, at its sole discretion, grant Contractor extensions of time, provided the aggregate of all such extensions during the life of this Contract shall not exceed 180 days.
4. For any change which does not materially affect the Scope of Work or any other term or condition included under this Contract, a change order shall be prepared by Public Works and signed by the Contractor. If the change order is prepared by the Contractor, it shall be approved by Public Works and signed by the Contractor and the County.

B. Assignment and Delegation

1. Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to this Contract, which is formally approved and executed by Contractor and the Board or if delegated by the Board, the Director, and Contractor. Any payments by County to any approved delegatee or assignee on any claim

under this Contract shall be deductible, at County's sole discretion, against the claims which Contractor may have against County.

2. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of this Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.
3. Any assumption, assignment, delegation, or takeover of any of Contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than Contractor, whether through assignment, Subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Contract, which may result in the suspension or termination of this Contract. In the event of such a termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default of Contractor.

C. Authorization Warranty

Contractor represents and warrants that the person(s) executing this Contract for Contractor is an authorized agent who has actual authority to bind Contractor to each and every term, condition, and obligation of this Contract and that all requirements of Contractor have been fulfilled to provide such actual authority.

D. Budget Reduction

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions.

E. Complaints

Contractor shall develop, maintain, and operate procedures for receiving, investigating, and responding to any complaints by any individual.

1. Within 12 business days after this Contract's effective date, Contractor shall provide County with Contractor's policy for receiving, investigating, and responding to any complaints by any individual.
2. County will review Contractor's policy and provide Contractor with approval of said plan or with requested changes.
3. If County requests changes in Contractor's policy, Contractor shall make such changes and resubmit the plan within five business days for County approval.
4. If, at any time, Contractor wishes to change Contractor's policy, Contractor shall submit proposed changes to County for approval before implementation.
5. Contractor shall preliminarily investigate all complaints and notify the Contract Manager of the status of the investigation within five business days of receiving the complaint.
6. When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
7. Copies of all written responses shall be sent to the Contract Manager within three business days of mailing to the complainant.

F. Compliance with Applicable Laws

1. In the performance of this Contract, Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies, procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures as determined

by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

G. Compliance with Civil Rights Laws

Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e)(1) through 2000 (e)(17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical disability, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Contractor shall comply with its EEO Certification (Form PW-7).

H. Confidentiality

1. Contractor shall maintain the confidentiality of all records obtained from County under this Contract in accordance with all applicable Federal, State, and local laws, ordinances, regulations, and directives relating to confidentiality.
2. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or Subcontractors, to comply with this paragraph, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this paragraph shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a

full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel including, without limitation, County Counsel, and to reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

3. Contractor shall inform all of its officers, employees, agents, and Subcontractors providing services hereunder of the confidentiality provisions of this Contract.

I. Conflict of Interest

1. No County employee whose position with County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee shall be employed in any capacity by Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of Contractor who may financially benefit from the performance of the work hereunder shall in any way participate in County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence County's approval or ongoing evaluation of such work.
2. Contractor represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code, Section 2.180.010, "Certain Contracts Prohibited," and that execution of this Agreement will not violate those provisions. Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. Contractor warrants that it is not now aware of any facts that create a conflict of interest. If Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph shall be a material breach of this Contract subjecting Contractor to either Contract termination for default or debarment proceedings or both. Contractor must sign and adhere to the "Conflict of Interest Certification" (Form PW-5).

J. Consideration of Hiring County Employees Targeted for Layoffs or Former County Employees on Reemployment List

Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall

give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified, former County employees who are on a reemployment list during the life of this Contract.

K. Consideration of Hiring GAIN and GROW Participants

1. Should Contractor require additional or replacement personnel after the effective date of this Contract, Contractor shall give consideration for any such employment openings to participants in County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that Contractor will interview qualified candidates. County will refer GAIN and GROW participants by category to Contractor. Contractors shall report all job openings with job requirements to: GAINGROW@dpss.lacounty.gov and BSERVICES@wdacs.lacounty.gov and DPSS will refer qualified GAIN/GROW job candidates.
2. In the event that both laid-off County employees and GAIN and GROW participants are available for hiring, County employees shall be given first priority.

L. Contractor's Acknowledgment of County's Commitment to Child Support Enforcement

Contractor acknowledges that County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's L.A.'s Most Wanted: Delinquent Parents poster in a prominent position at Contractor's place of business. County's Child Support Services Department will supply Contractor with the poster to be used.

M. Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete the Charitable Contributions Certification (Form PW-12), County seeks to ensure that all County Contractors which receive or raise charitable contributions comply with California law in order to protect County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either Contract termination for default or debarment proceedings or both. (Los Angeles County Code, Chapter 2.202).

N. Contractor's Warranty of Adherence to County's Child Support Compliance Program

1. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through Contracts are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.
2. As required by County's Child Support Compliance Program (Los Angeles County Code, Chapter 2.200), and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with the employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code, Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code, Section 5246(b).

O. County's Quality Assurance Plan

County or its agent will monitor Contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing Contractor's compliance with all this Contract's terms and conditions and performance standards. Contractor deficiencies which County determines are significant or continuing and that may place performance of this Contract in jeopardy, if not corrected, will be reported to the Board. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may suspend or terminate this Contract for default or impose other penalties as specified in this Contract.

P. Damage to County Facilities, Buildings, or Grounds

1. Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor, employees, or agents of Contractor.
2. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than 30 days after the occurrence. If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined

by County, for such repairs shall be repaid by Contractor by cash payment upon demand. County may deduct from any payment otherwise due Contractor for costs incurred by County to make such repairs.

Q. Employment Eligibility Verification

1. Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all of its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603), or as they currently exist and as they may be hereafter amended. Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
2. Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from employer sanctions and any other liability which may be assessed against Contractor or County or both in connection with any alleged violation of Federal or State statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

R. Facsimile Representations

At the discretion of County, County may agree to regard facsimile representations of original signatures of Contractor's authorized officers, when appearing in appropriate places on the change notices and amendments prepared pursuant to this Exhibit's Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to change notices and amendments to this Contract, such that the Contractor need not follow up facsimile transmissions of such documents with subsequent (nonfacsimile) transmission of "original" versions of such documents.

S. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the Federal

Fair Labor Standards Act, for work performed by Contractor's employees for which County may be found jointly or solely liable.

T. Force Majeure

1. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's Subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this subparagraph as "force majeure events").
2. Notwithstanding the foregoing, a default by a Subcontractor of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such Subcontractor, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this subparagraph, the term "Subcontractor" and "Subcontractors" mean Subcontractors at any tier.
3. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

U. Governing Laws, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Contractor and County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Contract and further agree and consent that venue of any action brought in connection with or arising out of this Contract, shall be exclusively in the County of Los Angeles.

V. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

W. Nondiscrimination and Affirmative Action

1. Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.
2. Contractor shall certify to, and comply with, the provisions of Contractor's Equal Employment Opportunity (EEO) Certification (Form PW-7).
3. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but not be limited to, employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
4. Contractor certifies and agrees that it will deal with its Subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
5. Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
6. Contractor shall allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this paragraph when so requested by County.
7. If County finds that any of the above provisions have been violated, such violation shall constitute a material breach of this Contract upon which County may terminate for default or suspend this Contract. While County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Contractor has

violated Federal or State antidiscrimination laws or regulations shall constitute a finding by County that Contractor has violated the antidiscrimination provisions of this Contract.

8. The parties agree that in the event Contractor violates any of the antidiscrimination provisions of this Contract, County shall, at its sole option, be entitled to a sum of \$500 for each violation pursuant to California Civil Code, Section 1671, as liquidated damages in lieu of terminating or suspending this Contract.

X. Nonexclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict County from acquiring similar, equal, or like goods and/or services from other entities or sources.

Y. No Payment for Services Provided Following Expiration/Suspension/Termination of Contract

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration, suspension, or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/suspension/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration/suspension/termination of this Contract.

Z. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one business day, give notice thereof, including all relevant information with respect thereto, to the other party.

AA. Notice of Disputes

Contractor shall bring to the attention of the Contract Manager any dispute between County and Contractor regarding the performance of services as stated in this Contract. If the Contract Manager is not able to resolve the dispute, the Director will resolve it.

BB. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015 (Exhibit C).

CC. Notices

Notices desired or required to be given under these Specifications, Conditions, or Terms herein or any law now or hereafter in effect may, at the option of the party giving the same, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid with the United States Post Office and any such notice and the envelope containing the same shall be addressed to Contractor at its place of business, or such other place as may be hereinafter designated in writing by Contractor. The notices and envelopes containing the same to County shall be addressed to:

Contracting Manager, Business Relations and Contracts Division
County of Los Angeles Department of Public Works
P.O. Box 1460
Alhambra, CA 91802-1460

In the event of suspension or termination of this Contract, notices may also be given upon personal delivery to any person whose actual knowledge of such suspension or termination would be sufficient notice to Contractor. Actual knowledge of such suspension or termination by an individual Contractor or by a copartner, if Contractor is a partnership; or by the president, vice president, secretary, or general manager, if Contractor is a corporation; or by the managing agent regularly in charge of the work on behalf of said Contractor shall in any case be sufficient notice.

DD. Publicity

Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing Contractor's need to identify its services and related clients to sustain itself, County shall not inhibit Contractor from publicizing its role under this Contract within the following conditions:

1. Contractor shall develop all publicity material in a professional manner.
2. During the term of this Contract, Contractor shall not, and shall not authorize another to, publish or disseminate commercial advertisements, press releases, feature articles, or other materials using the name of

County without the prior written consent of the Contract Manager. County shall not unreasonably withhold such written consent.

3. Contractor may, without prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with County, provided that the requirements of this paragraph shall apply.

EE. Public Records Act

1. Any documents submitted by Contractor; all information obtained in connection with County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to this Exhibit's Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the RFP used in the solicitation process for this Contract, become the exclusive property of County. All such documents become a matter of public record and shall be regarded as public records, except those documents that are marked "Trade Secret," "Confidential," or "Proprietary" and are deemed excluded from disclosure under Government Code 6250 et seq. (Public Records Act). County shall not in any way be liable or responsible for the disclosure of any such records including, with limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
2. In the event County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret," "Confidential," or "Proprietary," Contractor agrees to defend and indemnify County from all costs and expenses, including reasonable attorney's fees, in connection with any requested action or liability arising under the Public Records Act.

FF. Record Retention and Inspection/Audit Settlement

Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. Contractor agrees that County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material including, but not limited to, all financial records, bank statements, cancelled checks, or other proof of payment, timecards, sign-in/sign-out sheets, and other time and employment records, and proprietary data and information shall be kept and maintained by Contractor and shall be made available to County during the term of this Contract and for a period of five years thereafter unless County's written permission is given to dispose of any such material prior to such time. All such

material shall be maintained by Contractor at a location in County, provided that if any such material is located outside County, then, at County's option, Contractor shall pay County for travel, per diem, and other costs incurred by County to examine, audit, excerpt, copy, or transcribe such material at such other location.

1. In the event that an audit of Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by Contractor or otherwise, then Contractor shall file a copy of such audit report with County's Auditor-Controller within 30 days of Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
2. Failure on the part of Contractor to comply with any of the provisions of this paragraph shall constitute a material breach of this Contract upon which County may suspend or terminate for default or suspend this Contract.
3. If, at any time during the term of this Contract or within five years after the expiration or termination of this Contract, representatives of County conduct an audit of Contractor regarding the work performed under this Contract, and if such audit finds that County's dollar liability for any such work is less than payments made by County to Contractor, then the difference shall be either: a) repaid by Contractor to County by cash payment upon demand or b) at the sole option of County's Auditor-Controller, deducted from any amounts due to Contractor from County, whether under this Contract or otherwise. If such audit finds that County's dollar liability for such work is more than the payments made by County to Contractor, then the difference shall be paid to Contractor by County by cash payment, provided that in no event shall County's maximum obligation for this Contract exceed the funds appropriated by County for the purpose of this Contract.
4. In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County Contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County Contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's

employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

GG. Recycled-Content Paper Products

Consistent with Board policy to reduce the amount of solid waste deposited at County landfills, Contractor agrees to use recycled-content paper to the maximum extent possible under this Contract.

HH. Contractor's Employee Criminal Background Investigation

Each of Contractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.

If a member of Contractor's staff does not pass the background investigation, County may request that the member of Contractor's staff be removed immediately from performing services under the Contract. Contractor shall comply with County's request at any time during the term of the Contract. County will not provide to Contractor or to Contractor's staff any information obtained through the County's background investigation

County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's staff that does not pass such investigation to the

satisfaction of the County or whose background or conduct is incompatible with County facility access.

Disqualification of any member of Contractor's staff pursuant to this section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

II. Subcontracting

The requirements of this Contract may not be subcontracted by Contractor without the advance written approval of County. Any attempt by Contractor to Subcontract without the prior written consent of County may be deemed a material breach of this Contract and the County may suspend or terminate for this Contract default.

1. If Contractor desires to Subcontract, Contractor shall provide the following information promptly at County's request:
 - a. A description of the work to be performed by the Subcontractor.
 - b. A draft copy of the proposed Subcontract.
 - c. Other pertinent information and/or certifications requested by County.
2. Contractor shall indemnify, defend, and hold County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were Contractor employees.
3. Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to Subcontract, notwithstanding County's approval of Contractor's proposed Subcontract.
4. County's consent to Subcontract shall not waive County's right to prior and continuing approval of any and all personnel, including Subcontractor employees, providing services under this Contract. Contractor is responsible to notify its Subcontractors of this County right.
5. County's Contract Manager is authorized to act for and on behalf of County with respect to approval of any Subcontract and Subcontractor employees.
6. Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding County's consent to Subcontract.

7. Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by County from each approved Subcontractor. Contractor shall ensure delivery of all such documents to Contracts & Business Affairs Division, P.O. Box 1460, Alhambra, California 91802-1460, before any Subcontractor employee may perform any work hereunder.
8. Employee Leasing is prohibited.

JJ. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

KK. Waiver

No waiver by County of any breach of any provision of this Contract shall constitute a waiver of any other breach of said provision or of any other provision of this Contract. Failure of County to enforce at anytime, or from time to time, any provision of this Contract shall not be construed as a waiver thereof.

LL. Warranty Against Contingent Fees

1. Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Contractor for the purpose of securing business.
2. For breach of this warranty, County shall have the right, in its sole discretion, to suspend or terminate this Contract for default, deduct from amounts owing to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

MM. Time Off for Voting

The Contractor shall notify its employees, and shall require each Subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code, Section 14000). Not less than ten days before every Statewide election, every Contractor and Subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

NN. Local Small Business Enterprise Utilization

When requested by the County, the Contractor shall provide to the County via methods specified by the County, such as submission of electronic live (or dynamic) data on invoices for the prime and all subcontractors using County-designated third party software system or to a County approved website, or other means of submitting expenditure information on subcontractors, including but not limited to the following information: the name, business address and telephone number/email address of each subcontractor.

In addition, the Contractor shall be required to provide each of the specified subcontractor Local Small Business Enterprise (SBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) status (i.e., whether any of the listed subcontractors are Local SBE's) and the proposed monetary amount of the work the subcontractor will perform on each Notice to Proceed. At the time of submittal of each invoice, the Contractor shall indicate, via methods specified by the County, the actual dollar amounts paid to each listed subcontractor who performed work on the project. The subcontractor may be requested to confirm receipt of the actual payment to the subcontractor by the prime.

The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure to the Contractor to comply with this Section. The parties will agree that under the current circumstances a reasonable estimate of such damages is specified in Exhibit F, Performance Requirements Summary, and that the Contractor shall be liable to the County for said amount.

If in the judgment of the Director, or his/her designee, the Contractor is deemed to be in non-compliance with the terms and obligations, the Director or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided in Exhibit F, Performance Requirements Summary, may deduct and withhold liquidated damages from County's final payment to the Contractor.

OO. Compliance with County's Zero Tolerance Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

PP. Method of Payment Required Information

The County may, at its sole discretion, determine the most appropriate, efficient, secure, and timely form of payment for any amounts due for goods and/or services provided under an agreement or contract with the County. Proposers/Contractors further agree that the default form of payment shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

Upon contract award and at the request of the A-C and/or the contracting department, the Contractor shall provide the A-C with electronic banking and related information for the Contractor and/or any other payee that the Contractor designates to receive payment pursuant to this agreement or contract. Such electronic banking and related information includes, but is not limited to: bank account number and routing number, legal business name, valid taxpayer identification number or TIN, a working e-mail address capable of receiving remittance advices and other payment related correspondence, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments. Upon contract award or at any time during the duration of the agreement or contract, a contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

QQ. Compliance with Fair Chance Employment Hiring Practices

Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

SECTION 3

TERMINATIONS/SUSPENSIONS

A. Termination/Suspension for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of Contractor to maintain compliance with the requirements set forth in this Exhibit's Contractor's Warranty of Adherence to County's Child Support Compliance Program shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which the County may suspend or terminate this Contract pursuant to this Exhibit's Termination/Suspension for Default, and pursue debarment of Contractor pursuant to Los Angeles County Code, Chapter 2.202.

B. Termination/Suspension for Convenience

1. This Contract may be suspended or terminated, in whole or in part, from time to time, when such action is deemed by County, in its sole discretion, to be in its best interest. Suspension or termination of work hereunder shall be effected by notice of suspension or termination to Contractor specifying the extent to which performance of work is suspended or terminated and the date upon which such suspension or termination becomes effective. The date upon which such suspension or termination becomes effective shall be no less than ten days after the notice is sent.
2. After receipt of a notice of suspension or termination and except as otherwise directed by County, Contractor shall:
 - a. Stop work under this Contract on the date and to the extent specified in such notice.
 - b. Complete performance of such part of the work as shall not have been suspended or terminated by such notice.
3. All material including books, records, documents, or other evidence bearing on the costs and expenses of Contractor under this Contract shall be maintained by Contractor in accordance with this Exhibit's Record Retention and Inspection/Audit Settlement.
4. If this Contract is suspended or terminated, Contractor shall complete within the Director's suspension or termination date contain within the notice of suspension or termination, those items of work which are in various stages of completion, which the Director has advised the Contractor are necessary to bring the work to a timely, logical, and orderly

end. Reports, samples, and other materials prepared by Contractor under this Contract shall be delivered to County upon request and shall become the property of County.

C. Termination/Suspension for Default

1. County may, by written notice to Contractor, suspend or terminate the whole or any part of this Contract, if, in the judgment of the County:
 - a. Contractor has materially breached this Contract; or
 - b. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Contract; or
 - c. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as County may authorize in writing) after receipt of written notice from County specifying such failure.
2. In the event County suspends or terminates this Contract in whole or in part pursuant to this paragraph, County may procure, upon such terms and in such manner, as County may deem appropriate, goods and services similar to those so suspended or terminated. Contractor shall be liable to County for any and all excess costs incurred by County, as determined by County, for such similar goods and services. Contractor shall continue the performance of this Contract to the extent not suspended or terminated under the provisions of this paragraph.
3. Except with respect to defaults of any Subcontractor, Contractor shall not be liable for any excess costs of the type identified in subparagraph "2" above, if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to, acts of God or of the public enemy, acts of County in either its sovereign or contractual capacity, acts of the Federal or State government in its sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both Contractor and Subcontractor, and without the fault or negligence of either of them, Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the

Subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

4. If, after County has given notice of termination or suspension under the provisions of this paragraph, it is determined by County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination or suspension had been issued pursuant to this Exhibit's Termination/Suspension for Convenience.
5. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
6. As used herein, the terms "Subcontractor" and "Subcontractors" mean Subcontractor at any tier.

D. Termination/Suspension for Improper Consideration

1. County may, by written notice to Contractor, immediately suspend or terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, extension of this Contract, or the making of any determinations with respect to Contractor's performance pursuant to this Contract. In the event of such termination or suspension, County shall be entitled to pursue those same remedies against Contractor as it could pursue in the event of default by Contractor.
2. Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
3. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

E. Termination/Suspension for Insolvency

1. County may suspend or terminate this Contract forthwith in the event of the occurrence of any of the following:

- a. Insolvency of Contractor. Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least 60 days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code, and whether or not Contractor is insolvent within the meaning of the Federal Bankruptcy Code.
 - b. The filing of a voluntary or involuntary bankruptcy petition relative to Contractor under the Federal Bankruptcy Code.
 - c. The appointment of a bankruptcy Receiver or Trustee for Contractor.
 - d. The execution by Contractor of a general assignment for the benefits of creditors.
2. The rights and remedies of County provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

F. Termination/Suspension for Nonadherence to County Lobbyists Ordinance

Contractor, and each County lobbyist or County lobbying firm as defined in Los Angeles County Code, Section 2.160.010, retained by Contractor, shall fully comply with County's Lobbyist Ordinance, Los Angeles County Code, Chapter 2.160. Failure on the part of Contractor or any County Lobbyists or County Lobbying firm retained by Contractor to fully comply with County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which County may in its sole discretion, immediately suspend or terminate for default of this Contract.

G. Termination/Suspension for Nonappropriation of Funds

Notwithstanding any other provision of this Contract, County shall not be obligated for Contractor's performance hereunder or by any provision of this Contract during any of County's future fiscal years unless and until the Board appropriates funds for this Contract in County's budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract may be suspended or terminated as of June 30 of the last fiscal year for which funds were appropriated. County will notify Contractor in writing of any such nonallocation of funds at the earliest possible date.

SECTION 4

GENERAL CONDITIONS OF CONTRACT WORK

A. Authority of Public Works and Inspection

The Director will have the final authority in all matters affecting the work covered by this Contract's Terms, Requirement, Conditions, and Specifications. On all questions relating to work acceptability or interpretations of these Terms, Requirements, Conditions, and Specifications, the decision of the Director will be final.

B. Cooperation

Contractor shall cooperate with Public Works' forces engaged in any other activities at the jobsite. Contractor shall carry out all work in a diligent manner and according to instructions of the Director.

C. Cooperation and Collateral Work

Contractor shall perform work as directed by the Director. The Director will be supported by other Public Works personnel in assuring satisfactory performance of the work under these Specifications and that satisfactory Contract controls and conditions are maintained.

D. Equipment, Labor, Supervision, and Materials

All equipment, labor, supervision, and materials required to accomplish this Contract, except as might be specifically outlined in other sections, shall be provided by Contractor.

E. Gratuitous Work

Contractor agrees that should work be performed outside the Scope of Work indicated and without Public Works' prior written approval in accordance with this Exhibit's Amendments, such work shall be deemed to be a gratuitous effort by Contractor, and Contractor shall have no claim against County.

F. Jobsite Safety

Contractor shall be solely responsible for ensuring that all work performed under this Contract is performed in strict compliance with all applicable Federal, State, and local occupational safety regulations. Contractor shall provide at its expense all safeguards, safety devices, and protective equipment and shall take any and all actions appropriate to providing a safe jobsite.

G. Labor

No person shall be employed on any work under this Contract who is found to be intemperate, troublesome, disorderly, or is otherwise objectionable to Public Works. Any such person shall be reassigned immediately and not again employed on Public Works' projects or providing services.

H. Labor Law Compliance

Contractor, its agents, and employees shall be bound by and shall comply with all applicable provisions of the Labor Code of the State of California as well as all other applicable Federal, State, and local laws related to labor including compliance with prevailing wage laws. The Contractor is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Contractor's method of performing the work and when applicable, is required to pay current prevailing wage rates adopted by the Director of the Department of Industrial Relations and will indemnify the County for any claims resulting from their failure to so comply. Contractor shall comply with Labor Code, Section 1777.5, with respect to the employment of apprentices.

I. Overtime

Eight hours labor constitutes a legal day's work. Work in excess thereof, or greater than 40 hours during any one week, shall be permitted only as authorized by and in accordance with Labor Code, Section 1815 et seq.

J. Permits/Licenses

Contractor shall be fully responsible for possessing or obtaining all permits/licenses, except as might be specifically outlined in other sections, from the appropriate Federal, State, or local authorities relating to work to be performed under this Contract.

K. Prohibition Against Use of Child Labor

1. Contractor shall:

- a. Not knowingly sell or supply to County any products, goods, supply, or other personal property manufactured in violation of child labor standards set by the International Labor Organization through its 1973 Convention Concerning Minimum Age for Employment.
- b. Upon request by County, identify the country/countries of origin of any products, goods, supplies, or other personal property Contractor sells or supplies to County.

- c. Upon request by County, provide to County the manufacturer's certification of compliance with all international child labor conventions.
 - d. Should County discover that any products, goods, supplies, or other personal property sold or supplied by Contractor to County are produced in violation of any international child labor conventions, Contractor shall immediately provide an alternative, compliant source of supply.
2. Failure by Contractor to comply with provisions of this paragraph will constitute a material breach of this Contract and will be grounds for immediate suspension or termination of this Contract for default.

L. Public Convenience

Contractor shall conduct operations to cause the least possible obstruction and inconvenience to public traffic or disruption to the peace and quiet of the area within which the work is being performed.

M. Public Safety

It shall be Contractor's responsibility to maintain security against public hazards at all times while performing work at Public Works' jobsites.

N. Quality of Work

Contractor shall provide the County high and consistent quality work under this Contract and which is at least equivalent to that which Contractor provides to all other clients it serves. All work shall be executed by experienced and well-trained workers. All work shall be under supervision of a well-qualified supervisor. Contractor also agrees that work shall be furnished in a professional manner and according to these Specifications.

O. Quantities of Work

Contractor shall be allowed no claims for anticipated profits or for any damages of any sort because of any difference between the work estimated by Contractor in responding to County's solicitation and actual quantities of work done under this Contract or for work decreased or eliminated by County.

P. Safety Requirements

Contractor shall be responsible for the safety of equipment, material, and personnel under Contractor's jurisdiction during the work.

Q. Storage of Materials and Equipment

Contractor shall not store material or equipment at the jobsite, except as might be specifically authorized by this Contract. County will not be liable or responsible for any damage, by whatever means, or for the theft of Contractor's material or equipment from any jobsite.

R. Transportation

County will not provide transportation to and from the jobsite and will not provide travel around the limits of the jobsite.

S. Work Area Controls

1. Contractor shall comply with all applicable laws and regulations. Contractor shall maintain work area in a neat, orderly, clean, and safe manner. Contractor shall avoid spreading out equipment excessively. Location and layout of all equipment and materials at each jobsite will be subject to the Contract Manager's approval.
2. Contractor shall be responsible for the security of any and all of Public Works/County facilities in its care. Contractor shall provide protection against vandalism and accidental and malicious damage, both during working and nonworking hours.

T. County Contract Database/CARD

The County maintains databases that track/monitor Contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a Contract term extension option.

SECTION 5

INDEMNIFICATION AND INSURANCE REQUIREMENTS

A. Independent Contractor Status

1. This Contract is by and between County and Contractor and is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
2. Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of Contractor.
3. Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of Contractor and not employees of County. Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of

B. Indemnification

Contractor shall indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers ("County Indemnities"), from and against any and all liability including, but not limited to, demands, claims, actions, fees, costs, and expenses of any nature whatsoever (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract except for loss or damage arising from the sole negligence or willful misconduct of the County Indemnities. This indemnification also shall include any and all intellectual property liability, including copyright infringement and similar claims.

C. Workplace Safety Indemnification

In addition to and without limiting the indemnification required by this Exhibit's Section 5.B (above), and to the extent allowed by law, Contractor agrees to defend, indemnify, and hold harmless the County of Los Angeles, its Special Districts, Elected Officials, Appointed Officers, Agents, Employees, and Volunteers from and against any and all investigations, complaints, citations, liability, expense

(including defense costs and legal fees), claims, and/or causes of action for damages of any nature whatsoever including, but not limited to, injury or death to employees of Contractor, its Subcontractors or County, attributable to any alleged act or omission of Contractor and/or its Subcontractors which is in violation of any Cal/OSHA regulation. The obligation to defend, indemnify, and hold harmless County includes all investigations and proceedings associated with purported violations of Section 336.10 of Title 8 of the California Code of Regulations pertaining to multiemployer worksites. Contractor shall not be obligated to indemnify for liability and expenses arising from the active negligence of County. County may deduct from any payment otherwise due Contractor any costs incurred or anticipated to be incurred by County, including legal fees and staff costs, associated with any investigation or enforcement proceeding brought by Cal/OSHA arising out of the work being performed by Contractor under this Contract.

D. General Insurance Requirements

1. Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this paragraph and paragraph F of this Section. These minimum insurance coverage terms, types, and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.
2. Evidence of Coverage and Notice to County: A certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
 - a. Renewal Certificates shall be provided to County not less than ten days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
 - b. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this

Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding \$50,000, and list any County-required endorsement forms.

c. Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a noncomplying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

d. Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles - Department of Public Works
Business Relations and Contracts Division
P.O. Box 1460
Alhambra, California 91802-1460
Attention: Contract Analyst (as distinguished in the RFP Notice)

e. Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third-party claim or suit filed against Contractor or any of its Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

3. Additional Insured Status and Scope of Coverage: The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, even if they exceed the County's minimum

Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

4. Cancellation of or Changes in Insurance: Contractor shall provide County with, or Contractor's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten days in advance of cancellation for nonpayment of premium and 30 days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.
5. Failure to Maintain Insurance: Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.
6. Insurer Financial Ratings: Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.
7. Contractor's Insurance Shall Be Primary: Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County-maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.
8. Waivers of Subrogation: To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.
9. Subcontractor Insurance Coverage Requirements: Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of

insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, Volunteers, and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

10. Deductibles and Self-Insured Retentions (SIRs): Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.
11. Claims Made Coverage: If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three years following Contract expiration, termination, or cancellation.
12. Application of Excess Liability Coverage: Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.
13. Separation of Insureds: All liability policies shall provide cross-liability coverage as would be afforded by the standard Insurance Services Office, Inc. (ISO) separation of insureds provision with no insured versus insured exclusions or limitations.
14. Alternative Risk Financing Programs: The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements, and captive insurance to satisfy the Required Insurance provisions. The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers shall be designated as an Additional Covered Party under any approved program.
15. County Review and Approval of Insurance Requirements: The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

E. Compensation for County Costs

In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

F. Insurance Coverage Requirements

1. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees, and Volunteers as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

2. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or nonowned autos, as each may be applicable.
3. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor is a temporary staffing firm or a Professional Employer Organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any Federal workers or workmen's compensation law or any Federal occupational disease law.

SECTION 6

CONTRACTOR RESPONSIBILITY AND DEBARMENT

A. Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is County's policy to conduct business only with responsible Contractors.

B. Chapter 2.202 of the County Code

Contractor is hereby notified that, in accordance with Chapter 2.202 of County Code, if County acquires information concerning the performance of Contractor on this or other Contracts which indicates that Contractor is not responsible, County may, in addition to other remedies provided in this Contract, debar Contractor from bidding or proposing on, being awarded, and/or performing work on County Contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and suspend or terminate any or all existing contracts Contractor may have with County.

C. Nonresponsible Contractor

County may debar a Contractor if the Board finds, in its discretion, that Contractor has done any of the following: (1) violated any term of a Contract with County or a nonprofit corporation created by County; (2) committed an act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a Contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against County or any other public entity.

D. Contractor Hearing Board

1. If there is evidence that Contractor may be subject to debarment, Public Works will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before Contractor Hearing Board.
2. Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. Contractor and/or Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, Contractor Hearing Board will prepare a tentative proposed decision, which shall contain a recommendation

regarding whether Contractor should be debarred, and, if so, the appropriate length of time of the debarment. Contractor and Public Works shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board.

3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of Contractor Hearing Board shall be presented to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.
4. If a Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of County.
5. Contractor Hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by Contractor Hearing Board pursuant to the same procedure as for a debarment hearing.
6. Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. Contractor Hearing Board shall present its proposed decision and recommendation to the Board. The Board shall have the right to modify, deny, or adopt the proposed decision and recommendation of Contractor Hearing Board.

E. Subcontractors of Contractor

These terms shall also apply to Subcontractors of County Contractors.

SECTION 7

COMPLIANCE WITH COUNTY'S JURY SERVICE PROGRAM

A. Jury Service Program

This Contract is subject to the provisions of County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

B. Written Employee Jury Service Policy

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employee deposit any fees received for such jury service with Contractor or that Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a Contract with County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County Contracts or Subcontracts. "Employee" means any California resident who is a full-time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such Subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If Contractor is not required to comply with the Jury Service Program when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of

"Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Jury Service Program.

4. Contractor's violation of this Section of this Contract may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract and/or bar Contractor from the award of future County Contracts for a period of time consistent with the seriousness of the breach.

SECTION 8

SAFELY SURRENDERED BABY LAW PROGRAM

A. Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law

Contractor acknowledges that County places a high priority on the implementation of the Safely Surrendered Baby Law. Contractor understands that it is County's policy to encourage all County Contractors to voluntarily post County's "Safely Surrendered Baby Law" poster in a prominent position at Contractor's place of business. Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. County's Department of Children and Family Services will supply Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

B. Notice to Employees Regarding the Safely Surrendered Baby Law

Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit D of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

SECTION 9

COMPLIANCE WITH COUNTY'S LIVING WAGE PROGRAM

A. Living Wage Program

This Contract is subject to the provisions of County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Form LW-1 and incorporated by reference into and made a part of this Contract.

B. Payment of Living Wage Rates

1. Unless Contractor has demonstrated to County's satisfaction either that Contractor is not an "Employer" as defined under the Living Wage Program (Section 2.201.020 of County Code) or that Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth in Form LW-3, Living Wage Rate Annual Adjustments, for the Employees' services provided to County, including, without limitation, "Travel Time" as defined below in subsection 5 of this Section 9.B under this Contract.
2. For purposes of this Section, "Contractor" includes any Subcontractor engaged by Contractor to perform services for County under this Contract. If Contractor uses any Subcontractor to perform services for County under this Contract, the Subcontractor shall be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such Subcontract and a copy of the Living Wage Program shall be attached to the Subcontract. "Employee" means any individual who is an employee of Contractor under the laws of California, and who is providing full-time or part-time services to Contractor, which are provided to County under this Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.
3. If Contractor is required to pay a living wage when this Contract commences, Contractor shall continue to pay a living wage for the entire term of this Contract, including any option period.
4. If Contractor is not required to pay a living wage when this Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. Contractor shall immediately notify County if Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if Contractor no longer qualifies for the exception to the Living Wage Program.

In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of this Contract, including any option period. County may also require, at any time during this Contract and at its sole discretion, that Contractor demonstrate to County's satisfaction that Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that Contractor continues to qualify for the exception to the Living Wage Program. Unless Contractor satisfies this requirement within the time frame permitted by County, Contractor shall immediately be required to pay the living wage for the remaining term of this Contract, including any option period.

5. For purposes of Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) with respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time; and 2) with respect to travel by an Employee between County facilities that are subject to two different Contracts between Contractor and County (of which both Contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if Contractor pays the Employee any amount for that time or if California law requires Contractor to pay the Employee any amount for that time.

C. Contractor's Submittal of Certified Monitoring Reports

Contractor shall submit to County certified monitoring reports at a frequency instructed by County. The certified monitoring reports shall list all of Contractor's

Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked and the hourly wage rate paid for each of its Employees. All certified monitoring reports shall be submitted on forms provided by County, or any other form approved by County which contains the above information. County reserves the right to request any additional information it may deem necessary. If County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

D. Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of this Contract, if Contractor becomes aware of any labor law/payroll violations or any complaint, investigation, or proceeding ("claim")

concerning any alleged labor law/payroll violation (including, but not limited to, any violation or claim pertaining to wages, hours, and working conditions, such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), Contractor shall immediately inform County of any pertinent facts known by Contractor regarding the same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of Contractor's Contract with County, but instead applies to any labor law/payroll violation or claim arising out of any of Contractor's operation in California.

E. County Auditing of Contractor Records

Upon a minimum of 24 hours' written notice, County may audit, at Contractor's place of business, any of Contractor's records pertaining to this Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of five years from the date of final payment under this Contract. Authorized agents of County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

F. Notifications to Employees

Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

G. Enforcement and Remedies

If Contractor fails to comply with the requirements of this Section, County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

1. Remedies for Submission of Late or Incomplete Certified Monitoring Reports: If Contractor submits a certified monitoring report to County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:
 - a. Withholding of Payment: If Contractor fails to submit accurate, complete, timely, and properly certified monitoring reports, County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the

concerns of County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. **Liquidated Damages:** It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient including, but not limited to, being late, inaccurate, incomplete, or uncertified, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages in the amount of \$100 per monitoring report for each day until County has been provided with a properly prepared, complete, and certified monitoring report. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.
 - c. **Termination/Suspension:** Contractor's failure to submit an accurate, complete, timely, and properly certified monitoring report may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.
2. **Remedies for Payment of Less Than the Required Living Wage:** If Contractor fails to pay any Employee at least the applicable hourly living wage rate; such deficiency shall constitute a breach of this Contract. In the event of any such breach, County may, in its sole discretion, exercise any or all of the following rights/remedies:
- a. **Withholding Payment:** If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, County may withhold from any payment otherwise due to Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. County may withhold said amount until Contractor has satisfied County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
 - b. **Liquidated Damages:** It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable

hourly living wage rate will result in damages being sustained by County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that County may, in its sole discretion, assess against Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. County may deduct any assessed liquidated damages from any payments otherwise due to Contractor.

c. Termination/Suspension: Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

3. Debarment: In the event Contractor breaches a requirement of this Section, County may, in its sole discretion, bar Contractor from the award of future County Contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Section 2.202, Determinations of Contractor Nonresponsibility and Contractor Debarment.

H. Use of Full-Time Employees

Contractor shall assign and use full-time Employees of Contractor to provide services under this Contract unless Contractor can demonstrate to the satisfaction of County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under this Contract. It is understood and agreed that Contractor shall not, under any circumstance, use non-full-time Employees for services provided under this Contract unless and until County has provided written authorization for the use of same. Contractor submitted with its proposal a full-time-Employee staffing plan. If Contractor changes its full-time-Employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to County.

I. Contractor Retaliation Prohibited

Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any Contract benefit, or any statutory benefit for any Employee, person, or entity who has reported a violation of the Living Wage Program to County or to any other public or private agency, entity, or person. A violation of the provisions of this paragraph may constitute a material breach of this Contract. In the event of such material breach, County may, in its sole discretion, suspend or terminate this Contract.

J. Contractor Standards

During the term of this Contract, Contractor shall maintain business stability, integrity in employee relations, and the financial ability to pay a living wage to its employees. If requested to do so by County, Contractor shall demonstrate to the satisfaction of County that Contractor is complying with this requirement.

K. Neutrality in Labor Relations

Contractor shall not use any consideration received under this Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

SECTION 10

SOCIAL ENTERPRISE PREFERENCE PROGRAM

This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor shall:

1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded.
2. In addition to the amount described in subdivision (1), be assessed a penalty in the amount of not more than 10 percent of the amount of this Contract.
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

SECTION 11

LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- D. If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this Contract to which it would not otherwise have been entitled, shall:
 - 1. Pay to County any difference between this Contract amount and what County's costs would have been if this Contract had been properly awarded.
 - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of this Contract.
 - 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- E. The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

SECTION 12

COMPLIANCE WITH COUNTY'S
DEFAULTED PROPERTY TAX REDUCTION PROGRAM

A. Defaulted Property Tax Reduction Program

This Contract is subject to the provisions of County's ordinance entitled Defaulted Property Tax Reduction Program ("Defaulted Tax Program") as codified in Sections 2.206 of the Los Angeles County Code (Exhibit E).

B. Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from the County through any Contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Contract will maintain compliance, with Los Angeles County Code, Chapter 2.206.

C. Termination for Breach of Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Failure of Contractor to maintain compliance with the requirements set forth in paragraph B, above, shall constitute default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within ten days of notice shall be grounds upon which County may terminate this Contract and/or pursue debarment of Contractor, pursuant to County Code, Chapter 2.206.

SECTION 13

DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE PROGRAM

- A. This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise (DVBE) Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.
- B. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.
- C. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.
- D. If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
 - 1. Pay to the County any difference between the Contract amount and what the County's costs would have been if the Contract had been properly awarded.
 - 2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the Contract.
 - 3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Nonresponsibility and Contractor Debarment).
- E. Notwithstanding any other remedies in this contract, the above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

SECTION 14

PREVAILING WAGES

A. Prevailing Wages

The services provided in this Contract may consist of both prevailing wage and non-prevailing wage work. Prevailing wage work constitutes "public works" as defined in the California Labor Code, and is therefore subject to payment of prevailing wages, compliance monitoring and enforcement by the Department of Industrial Relations (DIR).

The Director of the DIR has established the general prevailing rate of per diem wages for each craft, classification, type of worker, or mechanic needed to execute public works and improvements. The current general prevailing wage rate determinations are available at www.dir.ca.gov/dlsr/pwd/index.htm. The Contractor is required to pay its agents and employees the applicable current prevailing wage rate and is responsible for selecting the classification of workers required to perform this service.

The Contractor agrees to comply with the provisions of Section 1775 of the California Labor Code relating to the payment of prevailing wages, including the assessment of penalties determined by the California Labor Commissioner. Copies of the prevailing rate of per diem wages are on file at the County Department of Public Works, Construction Division, and will be made available for inspection by request to the Contract Manager (Note to the Proposers: during the solicitation process and prior to the award of Contract, please direct your request to the Contract Analyst identified in the solicitation document. You may contact the Contract Manager after the award of contract). Pursuant to Labor Code Section 1773.2, the County has made these documents available for inspection by the Contractor in lieu of the County specifying the general rate of per diem wages for each craft, classification and type of worker needed to execute the contracted work. Future effective wage rates will be on file with the Department of Industrial Relations. The new wage rates shall become effective on the day following the expiration date of the current determinations and apply to the Contract in the same manner as if they had been included or referenced in the Contract.

B. Work Records

The Contractor shall comply with the requirements of Section 1812 of the Labor Code. The Contractor shall maintain an accurate written record of all employees working on the Project each calendar day. The record shall include each employee's name, Social Security number, job classification, and the actual number of hours worked.

C. Posting of Prevailing Wage Rates

In compliance with Section 1773.2 of the Labor Code, Contractor shall comply with all provisions therein, including posting current prevailing wage rates and all notices required by 8 Calif. Code Reg. §16451(d) at the worksite, as applicable by law.

"This public works project is subject to monitoring and investigative activities by the Compliance Monitoring Unit (CMU) of the Division of Labor Standards Enforcement, Department of Industrial Relations, State of California. This Notice is intended to provide information to all workers employed in the execution of the Contract for public work and to all Contractors and other persons having access to the jobsite to enable the CMU to ensure compliance with and enforcement of prevailing wage laws on public works projects.

The prevailing wage laws require that all workers be paid at least the minimum hourly wage as determined by the Director of Industrial Relations for the specific classification (or type of work) performed by workers on the project. These rates are listed on a separate jobsite posting of minimum prevailing rates required to be maintained by the public entity, which awarded the public works Contract. Complaints concerning nonpayment of the required minimum wage rates to workers on this project may be filed with the CMU at any office of the Division of Labor Standards Enforcement (DLSE).

*Local Office Telephone Number:
Division of Labor Standards Enforcement Office
320 W. Fourth Street, Suite 450
Los Angeles, CA 90013
(213) 620-6330*

Complaints should be filed in writing immediately upon discovery of any violations of the prevailing wage laws due to the short period of time following the completion of the project that the CMU may take legal action against those responsible.

Complaints should contain details about the violations alleged (for example, wrong rate paid, not all hours paid, overtime rate not paid for hours worked in excess of 8 hours per day or 40 hours per week, etc.) as well as the name of the employer, the public entity which awarded the public works Contract and the location and name of the project.

For general information concerning the prevailing wage laws and how to file a complaint concerning any violation of these prevailing wage laws, you may contact any DLSE office. Complaint forms are also available at the Department of Industrial Relations website found at www.dir.ca.gov/dlse/PublicWorks.html."

D. Certified Payroll Records

The Contractor shall comply with the requirements of Section 1776 of the Labor Code. Contractor and Subcontractors, if any, must furnish certified payroll records directly to the Labor Commissioner (a.k.a. Division of Labor Standards Enforcement) in a format prescribed by the Labor Commission.

E. Subcontractor

Subcontractors, if any, must comply with all prevailing wage requirements as provided in this Section.

F. Mental Health Services for Critical Incidents

In the event of a serious accident on the Project site, the Los Angeles County Department of Mental Health (DMH) will, if requested, respond. The response may be within a few hours or as long as a few days after the incident, depending on when the request was made. The services DMH will provide include crisis intervention, normalization of the stress response that survivors may be experiencing, and stress management techniques and resources if the stress reactions increase in frequency or intensity. Requests for services may be made by calling the DMH Emergency Outreach Bureau Deputy Director, (213) 738-4924, during normal business hours or the ACCESS Center, (800) 854-7771, evenings, holidays, and weekends.



Department of the Treasury
Internal Revenue Service

Notice 1015

(Rev. December 2016)

Have You Told Your Employees About the Earned Income Credit (EIC)?

What is the EIC?

The EIC is a refundable tax credit for certain workers.

Which Employees Must I Notify About the EIC?

You must notify each employee who worked for you at any time during the year and from whose wages you did not withhold income tax.

However, you do not have to notify any employee who claimed exemption from withholding on Form W-4, Employee's Withholding Allowance Certificate.

Note: You are encouraged to notify each employee whose wages for 2016 are less than \$53,505 that he or she may be eligible for the EIC.

How and When Must I Notify My Employees?

You must give the employee one of the following.

- The IRS Form W-2, Wage and Tax Statement, which has the required information about the EIC on the back of Copy B.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- Notice 797, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you give an employee a Form W-2 on time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If you give an employee a substitute Form W-2, but it does not have the required information, you must notify

the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given on time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2017.

You must hand the notice directly to the employee or send it by first-class mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on an employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can download copies of the notice at www.irs.gov/forms/pubs. Or you can go to www.irs.gov/orderforms to order it.

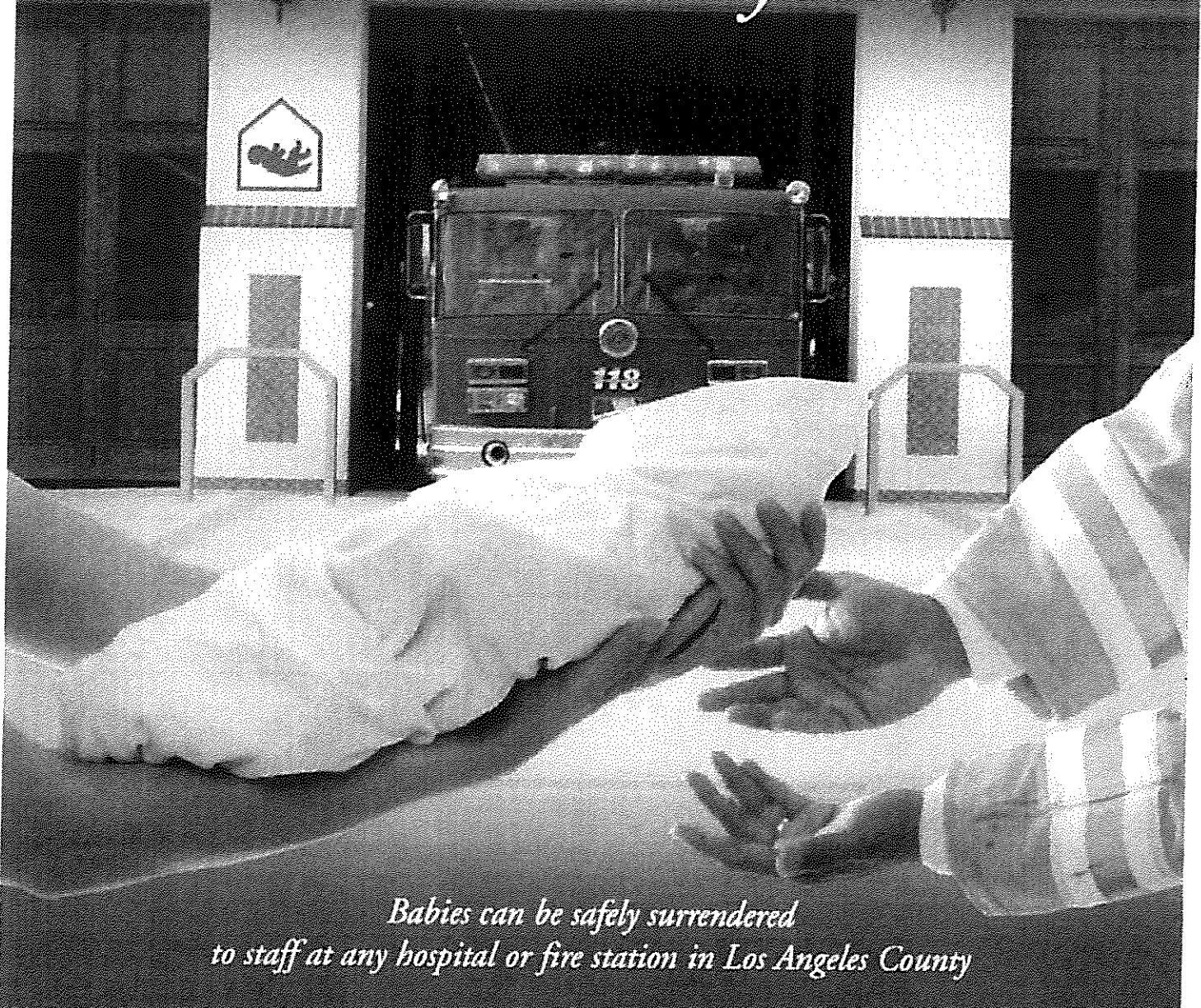
How Will My Employees Know If They Can Claim the EIC?

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see Pub. 596, Earned Income Credit (EIC), or the instructions for Form 1040, 1040A, or 1040EZ.

How Do My Employees Claim the EIC?

An eligible employee claims the EIC on his or her 2016 tax return. Even an employee who has no tax withheld from wages and owes no tax may claim the EIC and ask for a refund, but he or she must file a tax return to do so. For example, if an employee has no tax withheld in 2016 and owes no tax but is eligible for a credit of \$800, he or she must file a 2016 tax return to get the \$800 refund.

Safely Surrendered *Baby Law*



*Babies can be safely surrendered
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

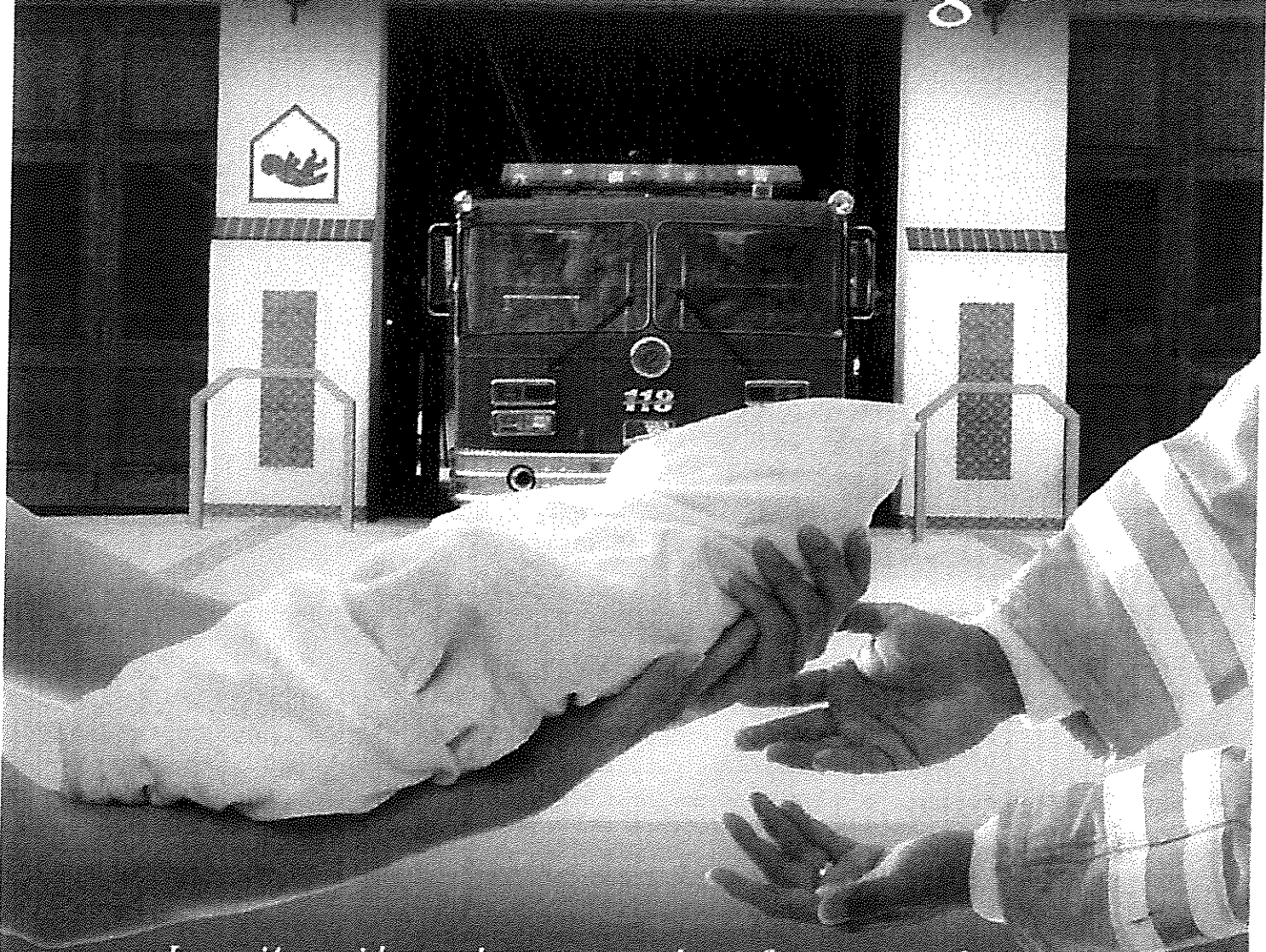
The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir, cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Angeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Angeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, los 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

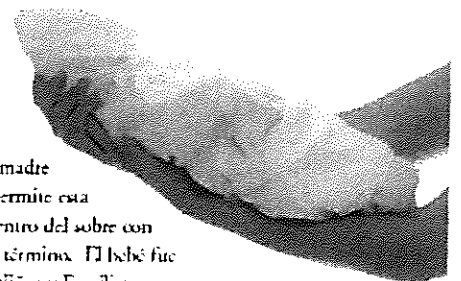
Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del periodo de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



DEFAULTED PROPERTY TAX REDUCTION PROGRAM**Chapter 2.206**

- 2.206.010 Findings and declarations.
- 2.206.020 Definitions.
- 2.206.030 Applicability.
- 2.206.040 Required solicitation and Contract language.
- 2.206.050 Administration and compliance certification.
- 2.206.060 Exclusions/Exemptions.
- 2.206.070 Enforcement and remedies.
- 2.206.080 Severability.

2.206.010 Findings and declarations.

The Board of Supervisors finds that significant revenues are lost each year as a result of taxpayers who fail to pay their tax obligations on time. The delinquencies impose an economic burden upon the County and its taxpayers. Therefore, the Board of Supervisors establishes the goal of ensuring that individuals and businesses that benefit financially from Contracts with the County fulfill their property tax obligation. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" shall mean any person, firm, corporation, partnership, or combination thereof, which submits a bid or proposal or enters into a Contract or agreement with the County.
- B. "County" shall mean the County of Los Angeles or any public entities for which the Board of Supervisors is the governing body.
- C. "County Property Taxes" shall mean any property tax obligation on the County's secured or unsecured roll; except for tax obligations on the secured roll with respect to property held by a Contractor in a trust or fiduciary capacity or otherwise not beneficially owned by the Contractor.
- D. "Department" shall mean the County department, entity, or organization responsible for the solicitation and/or administration of the Contract.
- E. "Default" shall mean any property tax obligation on the secured roll that has been deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436; or any property tax obligation on the unsecured roll that remains unpaid on the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922; except for any property tax

obligation dispute pending before the Assessment Appeals Board.

- F. "Solicitation" shall mean the County's process to obtain bids or proposals for goods and services.
- G. "Treasurer-Tax Collector" shall mean the Treasurer and Tax Collector of the County of Los Angeles. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.030 Applicability.

This chapter shall apply to all solicitations issued 60 days after the effective date of the ordinance codified in this chapter. This chapter shall also apply to all new, renewed, extended, and/or amended Contracts entered into 60 days after the effective date of the ordinance codified in this chapter. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.040 Required solicitation and Contract language.

All solicitations and all new, renewed, extended, and/or amended Contracts shall contain language, which:

- A. Requires any Contractor to keep County Property Taxes out of Default status at all times during the term of an awarded Contract;
- B. Provides that the failure of the Contractor to comply with the provisions in this chapter may prevent the Contractor from being awarded a new Contract; and
- C. Provides that the failure of the Contractor to comply with the provisions in this chapter may constitute a material breach of an existing Contract, and failure to cure the breach within ten days of notice by the County by paying the outstanding County Property Tax or making payments in a manner agreed to and approved by the Treasurer-Tax Collector, may subject the Contract to suspension and/or termination. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.050 Administration and compliance certification.

- A. The Treasurer-Tax Collector shall be responsible for the administration of this chapter. The Treasurer-Tax Collector shall, with the assistance of the Chief Executive Officer, Director of Internal Services, and County Counsel issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other departments.
- B. Contractor shall be required to certify, at the time of submitting any bid or proposal to the County, or entering into any new Contract, or renewal, extension or amendment of an existing Contract with the County, that it is in compliance with

this chapter is not in Default on any County Property Taxes or is current in payments due under any approved payment arrangement (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.060 Exclusions/Exemptions.

- A. This chapter shall not apply to the following Contracts:
1. Chief Executive Office delegated authority agreements under \$50,000;
 2. A Contract where Federal or State law or a condition of a Federal or State program mandates the use of a particular Contractor;
 3. A purchase made through a State or Federal Contract;
 4. A Contract where State or Federal monies are used to fund service-related programs including, but not limited to, voucher programs, foster care, or other social programs that provide immediate direct assistance;
 5. Purchase orders under a master agreement, where the Contractor was certified at the time the master agreement was entered into and at any subsequent renewal, extension and/or amendment to the master agreement;
 6. Purchase orders issued by Internal Services Department under \$100,000 that is not the result of a competitive bidding process;
 7. Program agreements that utilize Board of Supervisors' discretionary funds;
 8. National Contracts established for the purchase of equipment and supplies for and by the National Association of Counties, U.S. Communities Government Purchasing Alliance, or any similar related group purchasing organization;
 9. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, reseller, and must match and intermember with existing supplies, equipment, or systems maintained by the County pursuant to the Los Angeles Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision;
 10. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.6.0 or a successor provision;
 11. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision;

12. A nonagreement purchase worth a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 13. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual Section P-0900 or a successor provision;
 14. Other Contracts for mission critical goods and/or services where the Board of Supervisors determines that an exemption is justified.
- B. Other laws. This chapter shall not be interpreted or applied to any Contractor in a manner inconsistent with the laws of the United States or California. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.070 Enforcement and remedies.

- A. The information furnished by each Contractor certifying that it is in compliance with this chapter shall be under penalty of perjury.
- B. No Contractor shall willfully and knowingly make a false statement certifying compliance with this chapter for the purpose of obtaining or retaining a County Contract.
- C. For Contractor's violation of any provision of this chapter, the County department head responsible for administering the Contract may do one or more of the following:
 1. Recommend to the Board of Supervisors the termination of the Contract; and/or,
 2. Pursuant to Chapter 2.202, seek the debarment of the Contractor; and/or,
 3. Recommend to the Board of Supervisors that an exemption is justified pursuant to Section 2.206.060.A.14 of this chapter or payment deferral as provided pursuant to the California Revenue and Taxation Code. (Ord. No. 2009-0026 § 1 (part), 2009.)

2.206.080 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. No. 2009-0026 § 1 (part), 2009.)

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
A. CONTRACT COMPLIANCE				
1. Fines by Regulatory and Governmental Agencies	Fined by a local, regional, State or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements.	\$500 per occurrence plus any fine(s) charged to the County by a regulatory or governmental agency.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Violation of the National Pollutant Discharge Elimination System	Discharge of debris into storm drains and/or gutter.	\$500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost. Also, possible suspension or termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
B. REPORTS/DOCUMENTATIONS				
1. Daily/Weekly/Monthly/Quarterly Reports	Submitted to Contract Manager daily/weekly/monthly report.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Special Reports As Needed	Filed within time frame requested.	\$50 per day per report that is late or not submitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
C. EMPLOYEES				
1. Contractor Not Providing Adequate Employee.	Contractor must provide enough employees listed on Form LW-8 and/or Staffing Plan to perform the work requested.	\$200 per employee per day that is missing from the jobsite.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
2. Contractor's Employee Criminal Background Investigation	Prior to the start of the contract and continuation of the contract the contractor shall certify all employees who are in a designated sensitive position has passed a fingerprints background check submitted to the California Department of Justice to include State and local-level review, as required by the Contract. Employees who do not pass or is not certified shall be immediately removed.	\$100 per employee per day who is not certified as passing the background check.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Employees Well Oriented To Job	Employees must have thorough knowledge of facility and its needs.	\$50 per error resulting from lack of orientation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Staffing	Staffing levels are equal or exceed contract requirements.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. I.D. Badges	I.D. Badges shall be worn by all employees on the job at all times.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Uniform	Uniforms shall be worn at all times by all employees on the job.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. Training program	Document training of each employee.	\$250 per untrained employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

EXHIBIT F

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
8. Maintain Knowledge of Safety Requirements	Completion of training of all accepted standards for safe practices related to the work.	\$50 per employee, per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
D. SUPERVISOR/MANAGERS				
1. Change in Project Manager	Contractor shall notify the County in writing of any change in name or address of the Project Manager.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Respond to complaints, requests, and discrepancies.	Respond within the time frame outlined in the Contract.	\$50 per complaint not responded to within the time frame outlined in the specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Makes Site Inspections	Facility inspected each shift or as required by Contract.	\$50 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Competent Supervisory Staff	Responsiveness to complaints and requests; maintain good work records, and acceptable level of service.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Provide Adequate Supervision and Training	Contract specifications met.	\$50 per occurrence plus suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. Project Safety Official	Project Safety Official who shall be thoroughly familiar with the Contractor's Injury and Illness Prevention Program and Code of Safe Practices.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
7. Supervisors speak and understand English	On-site supervisor can communicate in English with County Contract Manager.	\$100 per day for use of non English-speaking supervisor plus suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
E. CONTRACT ADMINISTRATION				
1. Insurance Certifications	Certifications submitted before implementation of contract and on a timely basis there-after.	\$200 per day; work/contract suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. Record Retention & Inspection/Audit Settlement	Maintain all required documents as specified in contract.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Use of Subcontractor without Approval and/or Authorization	Obtain County's written approval prior to subcontracting any work.	\$500 per occurrence plus suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. License and Certification	All license and certifications required to perform the work, if any.	\$200 per day; suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. Assignment and Delegation	Contractor shall not assign its rights or delegate its duties under this Contract, or both, whether in whole or in part, without the prior written consent of County.	\$200 per day the County is not informed of this change; suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
6. Safety Requirements	Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA).	\$500 per occurrence; suspension; possible termination for default of contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
F. SCOPE OF WORK				
1. ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2. ALL MANAGEMENT AND SUPERVISION	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. TURF CARE				
a. Mowing	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Mechanical Edging	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Aerification	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
d. Thatch Removal/Renovation	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
e. Pest and Disease Control	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
f. Turf Reseeding/ Restoration	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. IRRIGATION SYSTEMS				
a. Inspect, Operate, Control, and Make Adjustments to Watering/Irrigation System, more often if necessary	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Reset rain sensor on controller	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Repair, Replace, Relocate: irrigation system components from downstream of backflow device to the before the heads, more often if necessary	As required in the Scope of Work and/or corresponding Exhibit.	\$250 per day if the work is not done within the time frame specified by the Contract Manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
d. Valve Box Integrity - replace covers, check for safety and security, more often if necessary	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
e. Manual Watering of Shrubs and Turf, more often if necessary	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
f. Inspect salt buildup and inject solution for cleaning	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
g. Flush and inspect Y-filter at each RCV	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
h. Annual Backflow Certification	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
i. Flush and inspect Y-filter at each backflow	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
j. Flush each irrigations system (Every time any work is done on the irrigation system)	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5. SHRUB AND GROUND COVER				
a. Pruning and Trimming	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Renovation	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Shrub and Groundcover Replacement	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
d. Planting Operation	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
e. Annual Color	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6. FERTILIZATION				
a. Soil Test and Analysis Report	As required in the Scope of Work and/or corresponding Exhibit.	\$200 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Application by Hand, Mechanical, or via Ferigator to any landscaped surface	As required in the Scope of Work and/or corresponding Exhibit.	\$150 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7. TREE CARE				
a. General Pruning and Safety Clearance	As scheduled and in accordance with the Scope of Work and/or corresponding Exhibit.	\$150 per occurrence, per tree.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Tree Removal	As scheduled and in accordance with the Scope of Work and/or corresponding Exhibit.	\$200 per occurrence, per tree. Plus \$100 for each additional day that the specified tree is not removed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Tree Replacement	As scheduled and in accordance with the Scope of Work and/or corresponding Exhibit.	\$150 per occurrence, per tree. Plus \$100 for each additional day that the requested tree is not replaced.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
d. Oak Tree Maintenance	As required in the Scope of Work and/or corresponding Exhibit.	\$200 per occurrence, per tree. Plus \$100 for each additional day that the requested tree work is not performed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
e. Planting Operation	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8. SITE CLEANUP				
a. Litter Control	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Raking	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
c. Sweeping	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
d. Graffiti Eradication and Control	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
e. Natural Area Maintenance	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
f. Dog Station Maintenance	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.

PERFORMANCE REQUIREMENTS SUMMARY

The items listed under this Performance Requirements Summary (PRS) are not all encompassing, and any conflict or discrepancy between the requirements specified in Exhibits A through Q, inclusive, of this Contract (Exhibits A-Q) and this PRS, Exhibits A-Q shall control. The County reserves the right to modify this PRS at any time consistent with the requirements set forth in Exhibits A-Q, to clarify Performance Requirements, or to monitor of any part of this Contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
9. Vinyl Fence Maintenance	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9. BRUSH CLEARANCE				
a. Brush Removal and Safety Clearance	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
b. Fire Protection	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10. DRAINAGE SYSTEMS				
a. Brush Removal and Safety Clearance	As required in the Scope of Work and/or corresponding Exhibit.	\$100 per occurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

*Deductions may be imposed in addition to the Liquidated Damages at the sole discretion of the Contract Manager.



GROUP C

LANDSCAPE MAINTENANCE DISTRICT
ZONE 37: Castaic Hillcrest



DPW
Department of Public Works

LEGEND



LMD Maintained Areas

TURF CARE MAINTENANCE SPECIFICATIONS
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Maintenance and management for all applicable landscape maintenance zones which have turf areas shall include mowing, edging, aerification, thatch removal and renovation, reseeding and restoration, and pest and disease control. These tasks shall be performed by the contractor as scheduled for each specific landscape zone in accordance with the contract's Exhibit A, Scope of Work, unless otherwise directed by the Contract Manager. Contractor shall perform in a workmanlike manner the following:

A. Mowing

1. Operation Specifications

Prior to initiating a mowing operation, a knowledgeable and responsible Contractor employee shall inspect the site and determine the practicality of initiating the operation. Glass bottles, cans, or any other type of debris shall be picked up and not be driven over or broken. If a mowing operation cannot be completed thoroughly within the Contractor-submitted and Contract Manager-approved schedule, Contractor shall immediately notify the Contract Manager.

Contractor shall mow with an adequately sharpened rotary or reel-type mower, equipped with rollers, to ensure a smooth surface appearance without scalping or allowing excessive cutting to remain. The Contractor's worker(s) shall stop immediately should they notice mowing equipment is producing scalping or leaving excessive cutting behind. Excessively wet turf areas shall not be driven across. During leaf drop periods (autumn through winter), when there is an abundance of fallen leaves, mowing leaves on turf areas is not permitted. Contractor shall rake and pick up leaves from turf before commencing mowing operations.

Contractor shall clean walkways immediately following each mowing so that no clippings create a hazardous or unsightly condition. Contractor shall collect and remove all grass clippings from the site on the same day the area is mowed. At each work location, Contractor shall complete all mowing of turf and cleanup in one continuous operation.

2. Service Frequency/Schedule

Contractor shall perform regular scheduled mowing tasks once per week beginning the months of March through October, and every other week beginning the months of November through February, for an estimated total of 42 mowing operations unless otherwise instructed or permitted by the Contract Manager.

Mowing shall be performed for cool season grasses (Blue Grass and Fescues) with regard to the seasons as follows:

- a. Winter: December to February
 - Cut to 1-1/2 inches
- b. Spring & Fall: March to May and September to November
 - Cut to 2 to 2 ½ inches
- c. Summer: June to August
 - Cut to 3 inches

Notwithstanding the above, the mowing heights may be adjusted by the Contractor as instructed or permitted by the Contract Manager.

B. Mechanical Edging

1. Operation Specifications

Contractor shall trim all turf edges including, but not limited to, the edges next to and along sidewalks, drives, curbs, shrub beds, flower beds and ground cover beds in a neat and uniform line. Contractor shall perform edging tasks in accordance with the following:

- a. Contractor shall trim all turf median edges with equipment designed to edge turf such as a string trimmer. The Contractor shall not use herbicide for this purpose.
- b. Contractor shall trim the edge of the turf around valve boxes, meter boxes, backflow devices or any structures located within the turf areas.
- c. Contractor shall maintain all turf edges to prevent grass invasion into adjacent shrub, flower and ground cover bed areas. Where trees and shrubs occur in turf areas, Contractor shall remove all grass 18 inches from the trunks of trees and away from the drip line of shrubs using equipment designed to edge turf, approved chemicals, or small mowers as required.
- d. Contractor shall maintain the turf adjacent to sprinklers at the same height as the surrounding turf. The exception would be if the normal turf height prevents the sprinklers from working properly. In such a case, keep the turf edges trimmed low adjacent to sprinklers to provide optimum water coverage.

After mowing and edging is completed, Contractor shall clean all adjacent walkways to remove accumulated debris and limit hazardous conditions. Contractor shall remove all edged materials from the site the same day area is edged.

2. Service Frequency/Schedule

Contractor shall perform mechanical edging concurrently with mowing, as

required hereinabove and clean up in one continuous operation resulting in a well-defined edge.

C. Aerification

1. Operation Specifications

Contractor shall commence aerification operation, at the earliest, two weeks after notifying the Contract Manager and shall include clean-up of the site after aerification. Contractor shall aerate all turf using ½-inch tines removing 2-inch cores of soil with an aerator machine at not more than 6-inch usage spacing.

2. Service Frequency/Schedule

Contractor shall perform aerification using the appropriate equipment during the month of May of each year unless otherwise specified by the Contract Manager.

D. Thatch Removal/Renovation

1. Operation Specifications

Contractor shall commence thatch removal, at the earliest, two weeks after notifying the Contract Manager and shall include cleanup of the site.

Before dethatching, Contractor shall mow turf to approximately half of the usual height. Contractor shall vertically mow and remove thatch in turf areas to encourage healthy growth and to maintain acceptable appearance. Contractor shall provide and use standard power renovating or vertical mowing type equipment. For sections of the turf not accessible to a power vertical mower, Contractor shall use a thatching rake. Contractor shall remove all debris either sweep, rake, or take the dislodged thatch from the turf areas.

In the event turf renovation is required, Contractor shall complete the thatching operation and renovation of the turf in one operation as follows:

- a. Contractor shall renovate to the soil line and remove all excessive thatch in the turf area.
- b. After thatch is removed and upon completion of dethatching operation, Contractor shall over-seed all turf areas and cover with a top dress mix approved by the Contract Manager and watered.
- c. Contractor shall over-seed areas utilizing blends or mixtures at the application rate recommended hereinafter in this Exhibit's Section F, Turf Reseeding
- d. Contractor shall spread top dress mix evenly over the entire area to a uniform depth.

2. Service Frequency/Schedule

Contractor shall perform all thatch removal using the appropriate equipment in October of each year unless otherwise requested by the Contract Manager.

E. Pest and Disease Control

1. Operation Specifications

Contractor shall maintain turf areas free of disease, and pests such as insects, ants and mollusks and treat as needed to maintain turf areas as such. Contractor shall notify the Contract Manager in writing, at least two (2) weeks prior to the scheduled date and time for the treatment process. Treatment shall include but not be limited to administering pest/disease deterrent product to affected area or removal of affected area.

2. Service Frequency/Schedule

This instance of minor disease, insect, or rodent/pest control for turf areas shall be treated as part of regular turf care maintenance. Contractor shall be vigilant for affected areas as routine tasks are performed and shall report issues requiring pest and disease control to the Contract Manager accordingly.

Should the problem to the affected area persist or rise beyond regular maintenance as determined by the Contract Manager; addition attention may be authorized per Exhibit M, Weed and Pest Control Specifications.

F. Turf Reseeding

1. Operation Specifications

Contractor shall over-seed all turf areas and all bare spots as needed throughout the term of this contract as required by the Contract Manager to reestablish turf to an acceptable quality in a workmanlike manner with adherence to the following:

- a. Contractor shall seed these areas utilizing blends or mixtures at the rate of application approved by the Contract Manager.
- b. Contractor shall over-seed all damaged, vandalized, or bare areas to reestablish turf to an acceptable quality.
- c. Contractor shall over-seed at a rate of five (5) pounds per one thousand (1,000) square feet and reseeded of bare areas shall be sown at a rate of eight (8) pounds per one thousand (1,000) square feet.
- d. Contractor shall use the following seed specifications for all over-seeding and reseeded and may be adjusted with Contract Manager approval.

EXHIBIT H

Name	Proportion by Weight	Purity	Germination
Newport Blue Grass	20%	95%	90%
Lolium Perenne "Pennfine" Rye	26-2/3%	95%	85%
Pennant Rye	26-2/3%	95%	85%
Derby Rye	26-2/3%	95%	85%

After reseeding Contractor shall cover seed with top dressing spread evenly over the entire area to a uniform depth of ¼-inch.

Contractor shall use sod when deemed necessary by the Contract Manager. Contractor may be entitled to additional compensation for the cost of the sod only in the event the loss of turf was proven to be not due to the negligence of the Contractor.

G. Miscellaneous Improvements

It is the responsibility of the Contractor to repair and/or replace mowing strips within the landscaped zones unless otherwise specified.

IRRIGATION SYSTEM MAINTENANCE
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Irrigation of all landscape maintenance zones is performed by either point, conventional, subterranean, or reclaimed water irrigation systems. These systems are in place for turf, slopes, flat areas, and medians. The specific irrigation system in place for each landscape maintenance zone is listed on Exhibit I.2, Irrigated Landscape Specifications. Contractor shall prepare an Irrigation Schedule, as shown on Exhibit I.3, Irrigation Schedules, which outlines dates, days and hours of scheduled irrigation operations incorporating the services specified in this Exhibit. Irrigation schedule shall be acceptable to the Contract Manager and except where noted, Contractor shall perform in a workmanlike manner the following:

1. Operability

Contractor shall be responsible for adequate irrigation system performance and all components of the irrigation system(s) whether they be conventional, point, subterranean, drip, or reclaimed water systems for each landscape maintenance zone including, but not limited to maintaining all aspects of the operation of the irrigation system in operational condition, from the water purveyors' meter to the sprinkler heads, controllers, backflow prevention devices, valves and all irrigation equipment that supports the water delivery system to the landscaped areas.

a. Scope of Responsibility

The Contractor shall be responsible for keeping the irrigation systems in optimal working condition and to that end must maintain in an operable condition all irrigation equipment from the meter to the irrigation heads, including but not limited to, sprinkler heads, main and lateral galvanized and poly vinyl chloride pipes, schedule 80 nipples, caps, plugs, elbows, couplings, risers, swing joints, quick couplers, remote control valves, valve boxes, shut-off valves, automatic controllers, booster pumps, pressure regulators, injector systems, flow meters and backflow prevention devices.

b. Irrigation Operations

Contractor shall ensure all landscaped areas are irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. Contractor shall ensure the delivery of adequate moisture to the landscaped areas through various means, primarily through proper utilization of the automatic controllers of the irrigation systems in place but when necessary irrigation operations may include hand watering, manual operation of valves, and/or bleeding of valves. Contractor shall pay close attention to the demands of plants influenced by their exposure to sun, wind, and location and take into consideration the variation in the size of plants installed as well as the varieties during irrigation.

EXHIBIT I.1

- 1) Contractor shall ensure that all personnel working on the irrigation system(s) are fully trained in all phases of landscape irrigation systems. Knowledge of the landscape irrigation systems shall include, but not be limited to, the ability to operate, conduct inspections, test, troubleshoot and isolate problems, maintain the various components and make adjustments as necessary.
- 2) In landscape maintenance zones equipped with smart controllers capable of weather-based irrigation, Contractor shall have a minimum of two (2) personnel proficient in programming of the smart controllers. Contractor shall procure, at their sole expense, the items necessary to operate and maintain smart controller software and hardware at Contractor's office throughout the duration of the contract.
- 3) Contractor shall verify that locations with manually operated irrigation systems are watered in order to keep turf/plants healthy.
- 4) Contractor shall maintain adequate soil moisture to all landscape zones by programming the automatic sprinkler controllers as follows:
 - i. Contractor shall adjust all controllers to consider the water requirements of each season, plant species and adverse weather changes.
 - ii. Contractor shall control irrigation systems in such a way as not to cause excessively wet areas which could interfere with the Contractor's ability to mow turf and maintain landscape areas.
 - iii. Contractor shall provide adequate soil moisture, taking into consideration the soil conditions, seasonal temperatures, wind conditions, humidity, minimizing runoff and the effect of day and night watering. This may include daytime watering during winter weather to prevent icy conditions and manual operation of the irrigation system during periods of windy or inclement weather. During freezing and/or windy conditions, automatic irrigation may be discontinued with approval of Contract Manager.
 - iv. Contractor shall regulate watering to avoid interference with use of the roadway, pavements or walkways.
 - v. In areas where wind creates problems of spraying water onto private property or road right-of-ways, Contractor shall set irrigation controllers to operate during the period of lowest wind velocity which would normally occur at night (between the hours of 7:00 p.m. and 6:00 a.m.).
 - vi. Contractor shall irrigate all groundcover areas as needed to maintain healthy plants, with appropriate care being taken not to

over water in shady areas.

- vii. Contractor shall control the irrigation system in such a way to avoid any excessively wet or "water-logged" areas, which could interfere with the ability to mow turf. Trees and other plant material planted within the turf areas shall be monitored for overwatering and runoff from surrounding slopes.

c. Repair and Replacement of System Components

Contractor shall repair or replace any component or irrigation equipment, as necessary. Including irrigation equipment that is damaged, missing or inoperable due to vandalism or other unforeseeable events.

Contractor shall re-cover and re-fasten any removed valve box covers. Contractor shall immediately replace any damaged or missing valve box covers.

Contractor shall repair/replace all leaking or defective valves or irrigation connections immediately upon occurrence or within twenty-four (24) hours following receipt of a daily alert from the computer/controller or notification from the Contract Manager of such a deficiency.

Contractor shall remove and dispose of all broken or damaged components from the site in accordance with Exhibit A, Section L, Removal of Debris.

When replacing any irrigation components, Contractor shall use originally specified parts/equipment of the same size, type and quality. Contractor may install substitute parts and equipment only with prior written request and approval from the Contract Manager.

Contractor shall restore all landscaped areas to their original condition following maintenance or repair of the irrigation system that may have caused alterations. Contractor must flush irrigation pipeline following any and all completed repairs/replacements to ensure system operability.

d. Recoverable Costs

Material costs associated with such repairs and replacement shall be reimbursed by the County in accordance with Exhibit A, Section F, Additional Work/Locations.

Contractor shall notify the Contract Manager if a controller cabinet is missing or damaged (including vandalism). Repair and/or replacement of damaged or missing controller cabinets may be requested by the Contract Manager. This cost for repair or replacement will be reimbursed by the County as determined by Exhibit A, Section F, Additional Work/Locations.

Contractor shall notify the Contract Manager regarding the need for

replacement or relocation of any irrigation components or valve box covers. Contractor shall indicate the problem and location. Sprinkler heads shall be exempt from notification and should be replaced immediately.

Contractor shall complete repair and/or replacement of any irrigation components within one watering cycle of identification of the irrigation damage/deficiency or following verbal or written notification from the Contract Manager.

Notwithstanding the above, the County will pay Contractor for the costs of replacing irrigation equipment that has deteriorated under normal wear and tear, cost for repair or replacement will be reimbursed by the County as determined by Exhibit A, Section F, Additional Work/Locations.

e. **Extent of Responsibility**

Contractor shall be responsible for hand watering and bleeding valves in the event that automatic irrigation systems malfunction in order to sustain and prevent loss of turf, trees, plants, and ground cover.

2. **Testing**

Contractor shall be responsible for inspecting all irrigation system components on a monthly basis, unless otherwise specified by the Contract Manager, to ensure the system is operational and in accordance with the specifications and frequencies identified in this contract. In addition, Contractor shall be responsible for the inspection and maintenance of irrigation systems that are equipped with sensors, (e.g.) rain bucket, soil moisture sensors, and weather stations.

a. **Inspection Operations**

Each time a landscape maintenance zone is serviced, the Contractor shall check for irrigation system malfunctions and hazards. A comprehensive operability check will identify malfunctions and the subsequent need for repair. Contractor shall initiate required repairs in a timely manner. Contractor shall cycle controller(s) through each station both manually and automatically, check the function of all facets of the irrigation system and report any damage or incorrect operations to the Contract Manager.

Contractor shall also be responsible for inspection of the manual and/or automatic irrigation control system(s) including but not limited to: visual inspection and adjustment of the irrigation systems, verification of valve box integrity, testing of irrigation system for operability, on-going repair of system components, response to intermittent malfunctions, performance of backflow maintenance and annual backflow certification.

Contractor shall be responsible for identifying deficiencies in the irrigation system(s) by performing inspections including but not limited to the following:

EXHIBIT I.1

- 1) Contractor shall inspect drip emitters, drip tubes, inspect/clean and flush filters, etc. It is the responsibility of the Contractor to unblock any clogged heads and flush lines to free lines of rock, mud, and debris.
- 2) Contractor shall inspect and maintain irrigation controller cabinets to ensure they remain free from insects or other pests that could impact the proper operation of the equipment.
- 3) shall monitor smart irrigation systems, via internet, to check for alerts that might indicate broken or clogged sprinklers, broken pipes, non-functioning valves, broken wires etc. to prevent excessive waste of water or loss of plant material.
- 4) Contractor shall monitor and correct for coverage, adjustment, clogging of lines and removal of obstacles, including plant materials which obstruct the spray pattern of the irrigation head.
- 5) Contractor shall adjust all sprinkler heads for the correct coverage and check systems and adjust and/or repair/replace any sprinkler heads causing excessive runoff, including slope areas, or which throw water directly onto roadway or walkway surfaces.
- 6) Contractor shall use a soil probe, by random testing of the root zones, to a depth of twelve inches to determine water penetration at least once per month in each work location covered by an individual irrigation controller.
- 7) For subterranean irrigation systems, Contractor shall inspect for leaks and breaks every other week and make repairs as necessary. Contractor shall replace all filters four (4) times annually and flush the irrigation system monthly.
- 8) For landscape zones irrigated using reclaimed water, Contractor shall conduct routine visual inspections to ensure the landscaped terrain is being irrigated. Any suspected malfunctions shall be reported to the Contract Manager. Contractor shall also be responsible for maintaining and replacing all non-potable water signs damaged through vandalism and/or normal wear and tear.

Failure to monitor and correct an irrigation system malfunction/failure may result in replacement of plant material, and excessive water usage reimbursement, at the Contractor's expense, if such negligence is determined by the Contract Manager.

b. Schedules

Contractor shall provide the Contract Manager with a quarterly written irrigation schedule (Attached hereto as Exhibit I.3, Irrigation Schedule), on

December 1 for January-March, March 1 for April-June, June 1 for July-September and September 1 for September-December. Contract Manager retains the right to adjust or change the irrigation schedule.

Contractor shall file a monthly certification statement with the Contract Manager certifying that all irrigation systems are functioning properly.

c. Reporting

Contractor shall ensure that its personnel inspects the landscaped zones immediately and shall record and report all system malfunctions, damages, abnormalities, hazards, obstructions and emergencies to the Contract Manager verbally and in writing. Contractor shall, to the extent possible, appropriately mitigate observed malfunctions, damages, abnormalities, hazards, obstructions and emergencies and should mark or otherwise preventing access to the area by others.

Contractor shall review daily alerts or flags from the computer and/or smart controller that identify irrigation problems and take corrective action. Contractor shall immediately notify the Contract Manager if an irrigation operability check cannot be thoroughly completed within the designated time frame.

3. Backflow Maintenance

Contractor shall complete and submit an annual certification (Backflow Prevention Device Field Testing and Maintenance Report) for each irrigation system's backflow prevention device showing that it is operating in accordance with the requirements established by the County of Los Angeles, Health Services Department. Contractor shall complete and submit the certification within thirty (30) days upon notification from the Department of Health Services that said certifications need to be made.

Contractor shall repair any backflow prevention devices as necessary; inclusive in the rates for Irrigation System Maintenance in PW-2. Notwithstanding the above, in the event the backflow prevention device needs to be replaced due to deterioration as a result of normal wear and tear, Contractor shall justify in writing as to the wear and tear of the backflow prevention device to receive reimbursement payment.

IRRIGATED LANDSCAPE SPECIFICATIONS
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

The Contractor shall adhere to the irrigation specifications for the irrigated landscapes shown below and in accordance with the guidelines of this Contract's Exhibit I.1, Irrigation System Maintenance for each zone.

GROUP A

Figure A

Irrigation Systems Specifications – Zone 1B, Zone 21, Zone 26, & Zone 63				
Item	Zone	Irrigated Landscape	Acreage	Backflow(s)
1.	1B: Valencia Annex B	Planted Slopes/ Flat Areas	N/A	2 Controllers
		Medians	0.68 acres	2 Backflows
		Turf	N/A	
2.	21: Sunset Pointe	Planted Slopes/ Flat Areas	16.1 acres	8 Controllers
		Medians	N/A	9 Backflows
		Turf	0.16 acres	
3.	26: Emerald Crest	Planted Slopes/ Flat Areas	0.79 acres	2 Controllers
		Medians	N/A	2 Backflows
		Turf	N/A	
4.	63: The Enclave	Planted Slopes/ Flat Areas	3.13 acres	2 Controllers
		Medians	N/A	2 Backflows
		Turf	N/A	

GROUP B

Figure B

Irrigation System Specifications – Zone 73, Zone 75, Zone 78, Zone 79, & Zone 80				
Item	Zone	Irrigated Landscape	Acreage	Backflow(s)
1.	73: Westridge	Planted Slopes/ Flat Areas	44.3 acres	38 Controllers
		Medians	N/A	33 Backflows
		Turf	6.54 acres	
2.	75: Westridge Area Wide	Planted Slopes/ Flat Areas	N/A	7 Controllers
		Medians	2.6 acres	5 Backflows
		Turf	N/A	
3.	78: Old Road Area Wide	Planted Slopes/ Flat Areas	N/A	2 Controllers
		Medians	1.21 acres	No Backflows (reclaimed water)
		Turf	N/A	
4.	79: Old Road Local	Planted Slopes/ Flat Areas	1.54 acres	2 Controllers
		Medians	N/A	No Backflows (reclaimed water)
		Turf	N/A	
5.	80: The Entrada	Planted Slopes/ Flat Areas	3.33 acres	2 Controllers
		Medians	N/A	No Backflows (reclaimed water)
		Turf	N/A	
		Subterranean Drip	0.22 acres	

GROUP C

Figure C

Irrigation System Specifications – Zone 37				
Item	Zone	Irrigated Landscape	Acreage	Backflow(s)
1.	37: Hillcrest	Planted Slopes/ Flat Areas	35.39 acres	30 Controllers
		Medians	2500 sq. ft.	27 Backflows
		Turf	0.41 acres	

SHRUB AND GROUND COVER MAINTENANCE
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Maintenance specifications for all applicable shrub and groundcover in the planted slopes or flat areas of the landscape maintenance zones shall be performed by the contractor as scheduled for each specific landscape zone and in accordance with the specifications detailed hereinafter as well as the contract's Exhibit A, Scope of Work, unless otherwise directed by the Contract Manager. Contractor shall perform in a workmanlike manner the following:

A. Shrub and Ground Cover Maintenance

1. General Pruning/Trimming/Edging

- a. Contractor shall prune all plant materials where necessary to maintain clearance and visibility and to prevent or eliminate hazardous situations for all vehicle and pedestrian access.
- b. Contractor shall prune all groundcover to maintain a neat edge along planter box edges, walkways, walls, and headers.
- c. Contractor shall prune shrubbery as necessary to encourage healthy growth specific to each species of plant, for an overall balanced shape and appearance, and to allow irrigation to spray the intended coverage area.
- d. Contractor shall remove all dead shrub and ground cover; as well as any diseased, unsightly branches, vines, volunteers or other growth.
- e. Minor instances of disease, insect, or rodents/pests in the shrub and ground cover areas shall be treated as part of regular shrub and ground cover maintenance. Should the problem to the affected area persist or increase the Contract Manager may authorize for detailed attention in accordance with Exhibit M, Weed and Pest Control Specifications.
- f. Contractor shall cultivate the open soil between plants where planting permits.
- g. Contractor shall remove all pruned plant material from site the same day.
- h. Contractor shall prune shrubs with hand pruners/loppers/saws and trim hedges with hand pruners or hedge trimmers.
- i. Contractor shall not use a string trimmer/weed whip around shrubs.
- j. Contractor shall trim designated formal hedges and shrubs to heights indicated by the Contract Manager to maintain formal hedges and topiary work.

- k. Contractor shall trim climbing vines (e.g. Ivy, Fichus, Virginia Creeper) to limit their growth on block wall surfaces and prevent their entanglement in ground cover and shrubs (except as designated).
- l. Contractor shall trim shrubbery and ground cover to prevent plant growth onto curbs and walkways, outside of planter beds and next to walls, fences and utilities poles.
- m. Contractor shall keep ground cover trimmed to a diameter of two feet (2') from the base of shrubs and trees.

2. Renovation

Contractor shall renovate and lower ground covers (e.g. Rosemary, Acacia) once per year during the months of February through March as necessary according to prescribed practices in the industry to maintain a healthy vigorous appearance and growth rate. Ground cover height shall be at the discretion of the Contract Manager.

3. Shrub and Ground Cover Replacement

Contractor shall replace all damaged, diseased (untreatable), missing or dead shrubs and ground covers with plant material of the same size and species unless otherwise approved by the Contract Manager in writing. Original or existing plans should be consulted to determine correct identification and specifications of plant material.

- a. Contractor shall submit a plan for replacement of shrubs to the Contract Manager before beginning installation. Contractor shall price the
- b. Shrubs and ground covers damaged or lost due to Contractor negligence shall be replaced at Contractor's expense.
- c. Contractor shall be responsible for ensuring the healthy condition of the replacement plants for no less than six (6) months from the date of acceptance of the replacement planting by the Contract Manager.
- d. All planting and/or installation operations shall be in accordance with the following:
 - 1) Contractor shall transport/deliver and install all plant materials (shrubs, ground cover, or backfill) as necessary, at the request of the Contract Manager.
 - 2) Plant materials shall be planted in accordance with the planting guidelines identified in the "California Master Gardener Handbook" published by the University of California, Publication Number 3382.

- 3) Installation shall be performed on-site by trained personnel that is familiar with the planting operations, utilizing industry standard equipment and methods to carry out the planting operations.
- 4) Contractor shall provide materials that conform to the "Horticultural Standards" of American Association of Nurserymen as to kind, size, age, etc.
- 5) When ordering, purchasing or referencing plant material, Contractor shall use plant names that conform to "Standard Plant Names" by the American Joint Committee on Horticultural Nomenclature. In cases where plant names are not covered, the custom of the nursery trade shall be followed.
- 6) Contractor shall guarantee all shrubs and groundcover to live and remain in healthy condition for no less than ninety (90) days for plants from containers up to fifteen (15) gallons and one (1) year for plants from twenty-four (24) inch box or greater specimens from the date of acceptance of the job by the Contract Manager.
- 7) Contractor may substitute plant materials with backfill or other type of material only with prior written approval from the Contract Manager.
- 8) Quality of Plants/Ground Cover shall be sound, healthy, vigorous, disease-free and free from insect pests or their eggs. Plants/Ground Cover shall have healthy normal root systems and comply with all State and Local regulations governing these matters, and shall be free from noxious weeds.
- 9) Where caliper or other dimensions of any plant material are omitted from the list of plants provided by the Contractor, it shall be understood that these plant materials shall be normal stock for type listed. They shall be sturdy enough to stand safely without staking.
- 10) Plant materials shall be symmetrical and/or typical for variety and species and conform to measures specified in the list of plants provided by the Contractor.
- 11) All plant materials shall be provided from a licensed nursery and shall be subject to acceptance as to quality by the Contract Manager.

4. Annual Color

- a. At the direction of the Contract Manager, the Contractor shall install annual color, where applicable, during the months specified by the Contract Manager or as noted on the original landscape plans. Contractor shall fertilize all annual plants by hand broadcasting one month after each

EXHIBIT J

annual color installation, generally during the months of March, May, September and November. Contractor shall use Super Iron 9-9-9 fertilizer, per the manufacturer's application recommendations for each annual color area.

- b. Contractor shall use plants that are sound, healthy, vigorous, free from disease, noxious weeds, insect pests or their eggs, have healthy normal root systems, symmetrical and/or typical for the species in accordance with this Exhibit's Section 4, Planting Operation, paragraph h, as shown above.
- c. Contractor shall provide all plant materials from a licensed nursery within 25 miles of the Zone where the plant materials will be planted. All plant materials will be subject to quality inspection by the Contract Manager prior to Contractor purchasing the plants.
- d. Contractor shall be responsible for ensuring the survival and healthy condition of the annual color plants for no less than four (4) weeks from the date of acceptance of the planting by the Contract Manager.

TREE CARE MAINTENANCE SPECIFICATIONS
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Trees in the landscape maintenance zones shall be maintained and cared for in accordance with the specifications set forth herein as well as with Exhibit K.2, Tree Services Schedules. Contractor shall also adhere to the all guidelines provided for oak trees, where applicable, as detailed in Exhibit Q, Oak Tree Ordinance. Contractor shall routinely consult with an International Society of Arborists (ISA) certified arborist for providing recommendations regarding tree maintenance operations to the Contract Manager. Contractor shall perform all tree care maintenance tasks and operations in a workmanlike manner in compliance with the following:

A. Routine Maintenance and Reporting

1. Contractor shall visually inspect trees for any insect infestations or diseases including but not limited to aphids, mealy bugs, mites, snails, whiteflies, thrips, fungal diseases, etc. Additionally, Contractor shall also inspect for structural integrity including but not limited to any suspected structural weaknesses to the tree including to split crotch, cracked limbs, cavities, or severe lean.
2. Contractor shall keep ground cover, turf and mulch no more than 2' from the trunks of all trees. Contractor shall not use string trimmers/weed whips around trees.
3. Contractor shall not "...take, possess, or needlessly destroy the nest eggs of any bird..." in accordance with Fish and Game Code, Section 3503. In case of an accidental take, the Contractor shall contact the California Department of Fish and Wildlife.
4. Contractor shall replace tree stakes and guy wires, where applicable, as necessary which have been broken or damaged on existing trees pursuant to the specifications identified in Section 4, Tree Replacement of this Exhibit.
5. Contractor shall submit a monthly tree maintenance report to the Contract Manager on the overall condition and health of the observed tree landscape with regard to the aforementioned specifications.

B. Tree Pruning Specifications

1. Trees shall be pruned according to the guidelines established by the National Arborist Association (NAA) and the ISA for Shade Trees.
 - a. Tree pruning shall be performed only by qualified personnel or trainees under the direct supervision of qualified personnel. Any and all pruning of shade trees is to be performed by qualified tree workers, who, through related training and/or on-the-job experience, are familiar with the techniques and hazards of arboricultural work including trimming, repairing or removing trees, and the equipment used in such operations.

EXHIBIT K.1

- b. Contractor shall utilize industry standard equipment and tools which are clean, sharp, and expressly designed for tree pruning. Climbing spurs shall not be used.
- c. Contractor shall prune trees seasonally in accordance with ISA standards and at the direction of a certified arborist.
- d. Contractor shall prune trees where necessary. Trees to be pruned shall be designated by Contract Manager at the time of pruning.
- e. to maintain safe vehicular and pedestrian access, visibility and clearance and to prevent or eliminate hazardous situations in accordance with these specifications.
 - 1) Contractor shall prune all trees to provide 9-foot vertical clearance for branches overhanging walks and 17-foot vertical clearance for branches overhanging roadways.
 - 2) Contractor shall head back lower branches and prune the number of trees including those on slopes, for correct branching structure, in accordance with Exhibit K.2, Tree Services Schedules.
 - 3) Generally pruning cuts shall be perpendicular to the branch just outside of the raised branch bark collar. However, all cuts shall be made according to ISA standards and at the direction of a certified arborist.
 - 4) All limbs shall be lowered to the ground using a method that prevents damage to the remaining limbs. Reducing cuts for clearance and to prevent encroachment onto private property shall be accomplished by pruning back leaders and branch terminals to lateral branches that are large enough to assume the terminal roles (at least 1/3 of the diameter of the limb being pruned).
 - 5) Topping trees shall not be permitted. Topping causes decay and can create hazards by producing multiple shoots that are weakly attached and often fail. The central leader shall be allowed to develop to prevent disfigurement and future hazards.
 - 6) Contractor shall remove and dispose of all trimming and debris off-site at the end of each workday.
 - 7) Contractor shall not trim any trees during the bird nesting season from March 15th through August 31st, unless otherwise approved by the Contract Manager.
- f. Contractor shall prune trees to thin foliage. Thinning shall adhere to the following:

- 1) Contractor shall prune to increase light and air penetration to the tree crown and landscape below providing an even distribution of foliage along large limbs and the lower portion of the crown.
 - 2) Contractor shall not remove an excessive amount of inner foliage and small branches. No more than a quarter of the tree foliage may be removed at one time.
 - 3) Maintain at least half of the foliage on the lower two-thirds of the tree. Trim and shape all trees to provide a symmetrical appearance typical of the species.
- g. Notwithstanding the specifications above, all pruning operations are divided into four (4) categories as follows:
- 1) Class 1: Fine Pruning
 - Fine pruning is recommended for premium quality work with an emphasis on aesthetic consideration in addition to structural integrity.
 - Fine pruning shall consist of the removal of dead, dying, diseased, decayed, interfering, objectionable, obstructing and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area.
 - 2) Class 2: Standard Pruning
 - Standard Pruning is recommended where aesthetic considerations are secondary to structural integrity and tree health concerns.
 - Standard pruning shall consist of the removal of dead, dying, diseased, decayed, interfering, objectionable, obstructing and weak branches, as well as selective thinning to lessen wind resistance. The removal of such described branches is to include those on the main trunks, as well as those inside the leaf area.
 - 3) Class 3: Hazard Pruning
 - Hazard pruning is recommended where safety considerations are paramount.
 - Hazard pruning shall consist of the removal of dead, diseased, decayed and obviously weak branches two (2) inches in diameter or greater.

- 4) Class 4: Crown Reduction Pruning
 - Crown reduction pruning consists of the reduction of tops, sides or individual limbs. It involves the removal of parent limb or dominant leader at the point of attachment of a lateral branch. This practice is to be undertaken only for the following reasons:
 - Branches are interfering with utility lines.
 - Areas of significant crown dieback.
 - To achieve specific topiary training and dwarfing.
 - Due to safety and/or aesthetic reasons arising from instances of storm damage or prior incorrect pruning of the tree.

C. Tree Removal

1. Operations and Specifications

- a. Trees shall be removed in a manner that will not jeopardize the public safety or damage structures including utility lines or services, or adjacent trees.
- b. Work includes removal of basal sprout and brush and weeds within three feet of the trunk.
- c. Where possible, the tree stump will be ground out to a depth of twelve (12) inches below the normal surface level including all surface roots. Immediately after grinding each stump, all debris must be removed from the work area, including wood chips. Area shall be backfilled with topsoil to grade. Adjacent sidewalks, lawns, streets, and gutters will be cleaned.
- d. Backfill consisting of clean earthen soil should be used to fill the cavity, free of debris, to normal ground level and seeded with an approved seeding mix. Do not backfill with wood chips unless surrounding terrain consists of similar mulch.
- e. The cost of tree removal and its offsite disposal, whether tree is downed and removed as a result of natural causes, unnatural causes, or otherwise requested by the Contract Manager; shall be in accordance with the prices quoted in the PW-2, Schedule of Prices depending on the tree's size and location as determined by the following:
 - 1) Small-sized trees are defined as any tree with a circumference no greater than 12 inches at the base.
 - 2) Medium-sized trees are defined as any tree with a circumference no greater than 24 inches, but no less than 12 inches at the base.

- 3) Large-sized trees are defined as any tree with a circumference no less than 24 inches at the base.
- 4) Tree locations are categorized in the Form PW-2, Schedule of Prices as one of the following:
 - Adjacent to right-of-ways (ROW); road accessible.
 - Accessible easements; paved easement accessible.
 - Remote access; not easily accessible due to proximity from nearest paved easement or ROW and rough terrain such as slopes and hills.

D. Tree Replacement

1. All trees permanently damaged or irreversibly neglected by Contractor shall be replaced at the Contractor's expense, with the identical species of tree which previously existed, unless otherwise notified in writing by the Contract Manager.
2. Substitutions will require prior written approval by the Contract Manager. Original plans and specifications should be consulted to ensure correct identification of species.
3. The need for and the size of a replacement tree shall be determined by recommendation from a certified arborist in compliance with Exhibit A, Scope of Work; Section Q, Certified Arborist.
4. Planting operation for replacement of trees shall not commence without prior notification and approval from the Contract Manager. Notwithstanding the above, replacement of trees shall be overseen by an ISA certified arborist and adhere to the following planting operations:
 - a. Provide all installation services for all tree planting materials (trees, stakes, backfill, etc.) as requested by the Contract Manager. The installation service shall include, but not be limited to, transportation/delivery of all planting materials and equipment to the jobsite and trained personnel to carry out the planting operations.
 - b. Tree planting shall conform to Standard Plans for Public Works Construction, Standard Plan 520. Tree staking shall conform to "Double Staking" per Standard Plans for Public Works Construction, Standard Plan 518 unless otherwise specified by the Contract Manager. Stakes and ties will be placed so no chafing of bark occurs and shall be checked frequently to determine if removal of stakes or retying is needed to prevent girdling.
 - c. Contractor may substitute tree plant materials only with prior written approval by the Contract Manager.

- d. The following inspections and approvals by the Contract Manager will be required:
 - 1) At the nursery.
 - 2) After delivery to the zone.
 - 3) Ingredients and soil mixing process.
 - 4) Planting holes before backfilling.
 - 5) Backfill soil mix before planting.
 - 6) Trees at the beginning of the maintenance period.
 - 7) Trees at the completion of the maintenance period.
- e. Contractor shall guarantee all trees to live and remain in healthy condition for no less than ninety (90) days for trees from fifteen (15) gallons and one (1) year for trees from twenty-four (24) inch box or greater specimens from the date of acceptance of the job by the Contract Manager.
- f. Contractor shall provide the following level of quality:
 - 1) Plants shall be sound, healthy, vigorous, free from disease, free from insect pests or their eggs, shall have healthy normal root systems and comply with all State and Local regulations governing these matters, and shall be free from noxious weeds.
 - 2) Fifteen-gallon size trees shall not be less than 7 feet in height, nor have a trunk less than $\frac{3}{4}$ inch in diameter, measured 6 inches above the root's crown unless otherwise specified.
 - 3) All trees shall be grown in 15-gallon containers. Container grown stock shall have been in the container for a sufficient length of time for root establishment but not less than 9 months or as approved by the Contract Manager.
 - 4) All trees in storage shall have the root balls uniformly moist at all times. Trees delivered to the zone with dry root balls will be rejected. Trees shall be covered while in transit to prevent wind damage.
 - 5) Trees shall be sturdy enough to stand safely without staking.
 - 6) Trees shall be symmetrical and/or typical for variety and species and conform to measures specified in the list of trees provided by the Contractor.
 - 7) All plant materials shall be provided from a licensed nursery and shall be subject to acceptance as to quality by the Contract Manager.

E. Oak Tree Management

The management and maintenance of oak trees within the designated areas to be maintained shall be cared for in accordance with the specifications detailed hereinafter and shall comply with the requirements of the Los Angeles County Oak Tree Ordinance attached hereto as Exhibit Q, Oak Tree Management and County Ordinance, unless otherwise noted in writing by the Contract Manager.

1. Inspection and Reports

The Contractor shall arrange for a certified arborist to conduct inspections of all specimen trees within the maintained areas of the zone and shall prepare an annual report to be submitted to the Contract Manager. The certified arborist report is due between the months of April and May of each year and shall include, but not be limited to the following:

- a. Type of tree, both botanical and common name of tree.
- b. Location of the tree.
- c. Tree diameter at Diameter Breast Height (D.B.H.) above soil grade.
- d. Tree drip line as measured from the trunk of the tree and overall measurement of the tree spread.
- e. Condition of the tree foliage size, color and crown density
- f. Height of the tree as measured from soil grade.
- g. Inspection of the surrounding soil and its condition, including irrigation heads and drainage.
- h. Inspection for disease and insect infestation, as well as an emphasis on mushroom growth, cavities and decaying material.
- i. Check for structural weakness and physical characteristics of the tree including guy wires and tree stakes.
- j. Recommendations for remedy and daily care.
- k. Long-term maintenance criterion.
- l. Observations on the overall condition of trees, providing an overall rating on the health and condition of the tree.
- m. Identification number of the tree, if present, and corresponding photos of the trees.

2. Maintenance Operations

Within 30 days of submission of the Annual Oak Tree Report to the County, Contractor shall meet with the Contract Manager and the certified arborist who prepared the report to discuss the implementation of the report's recommendations. Contractor shall within ten (10) days after the conclusion of this meeting prepare a schedule for the work to be performed.

Subsequently, the Contractor shall submit a report to the Contract Manager outlining the completion of the report's recommendations within six (6) months from the conclusion of the implementation meeting. Contractor duties may require special permits (refer to Exhibit Q to determine if the work to be performed requires a permit), notwithstanding the above, the Contractor tasks may include the following:

- a. Pruning shall be limited to the removal of deadwood and stubs and medium pruning of branches two inches in diameter or less in accordance with the guidelines published by the National Arborist Association (NAA) and the County's Oak Tree Ordinance, attached hereinafter as Exhibit Q. Pruning shall also be needed to correct any hazardous structure and reduce weight at ends of overly long branches to balance overall tree growth and direct growth in a manner and condition appropriate for the tree.
- b. Watering needs shall be based on site conditions, weather patterns, moisture sensor readings and probing of the tree's drip line.
- c. Maintenance of water basins and the adjacent areas shall include but not be limited to the removal of all debris and replenishment of course mulch to maintain a consistent 4-inch depth within the drip line of the oak tree.
- d. Water basins shall be maintained intact to keep water from ponding adjacent to tree trunks. Contractor shall check areas for standing water and have it pumped out, as necessary. Berms shall be kept 6 to 8 inches in height.
- e. All plant materials including but not limited to weeds, volunteer plants, ground cover and shrubs located within the drip line of the oak trees shall be removed.
- f. Guy wires shall be checked during maintenance to ensure proper anchoring and tension in order to provide tree support during windy conditions.
- g. Apply the product IRONITE in April, per manufacturer's label directions and water immediately following the application.

FERTILIZATION MANAGEMENT
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Fertilization management refers to the fertilizing specifications and operations of all landscape material including turf, planted shrubs, trees, and groundcover for all applicable landscape maintenance zones. Contractor shall apply fertilizers to areas covered by each irrigation system. The Contractor shall perform these tasks as scheduled for each specific landscape zone in accordance with the contract's Exhibit A, Scope of Work, unless otherwise directed by the Contract Manager. Contractor shall perform in a workmanlike manner the following:

A. Soil Test Analysis and Reporting

1. Contractor shall perform one (1) soil test per year during the month of February and analyze the soil specimens to determine nutritional values of the soil. The Contract Manager shall determine test site(s).
2. Results of the soil test will be shared with the Contract Manager and analyzed to determine if fertilizer applications need to be adjusted. Contractor shall provide recommendation(s) along with their complete analysis for every five acres of landscape area.
3. Contractor shall also consider the plant type and season when making recommendations regarding fertilization modifications. The Contractor shall have prior approval from the Contract Manager should fertilizer or micronutrient applications need to be altered.
 - a. The Contractor shall provide the Contract Manager with a fertilization schedule, with two (2) weeks notification prior to the proposed fertilization.

B. Turf Fertilization

1. Application of turf fertilizer with pre or post emergent herbicide or micronutrient shall be administered by the Contractor through mechanical broadcast or hand distributed. Fertilization product and additives, if any, shall be dispersed in an even manner across the turf area per the manufacturer's recommendations. Any over application of fertilizer shall be swept up from any solid surface or pavement and applied to the treated area.
2. Contractor shall consult the contract's Fertilization Services Schedule for the appropriate group of landscaped zones as detailed in Exhibit L.2 for the appropriate schedule for turf fertilizer operations.
3. Fertilizer applications for turf may call for use of one of the following fertilizer types:
 - a. Best One Shot

- b. Best EverGreen 18-5-0 Minis Plus 5% Iron with 0.20% Dimension
- c. GrowMore 20-20-20
- d. Best Turf Supreme 16-6-8, plus Trimec
- e. Best 21-0-0
- f. Best Triple Pro 15-15-15
- g. Best Nitra King 21-2-4
- h. Balance Inorganic Triple Fifteen 15-15-15
- i. Tri-C 6-2-4 w/ 5% Sulfur

Fertilizer quantities and products, as well as any additives such as Sulfur, can fluctuate depending on soil test results or other factors. Any changes will be in a manner acceptable to the Contract Manager.

C. Shrub and Groundcover Fertilization

- 1. Application of water-soluble fertilizer or micronutrient for planted shrubs and/or other groundcover shall be administered through fertigation systems, where available. Granular fertilizer shall be applied through mechanical broadcast or hand distribution dispersed evenly across the shrub/groundcover area.
- 2. Contractor shall consult the contract's Fertilization Services Schedule for the appropriate group of landscaped zones as detailed in Exhibit L.2 for the appropriate schedule for shrub and groundcover fertilizer operations.
- 3. Fertilizer applications for shrub/groundcover may call for use of one of the following fertilizer types:
 - a. Best Triple Pro 15-15-15
 - b. Best 21-0-0
 - c. Best EverGreen 18-5-0 Minis Plus 5% Iron with 0.20% Dimension
 - d. Grow More 20-20-20
 - e. Grow More 15-10-30
 - f. Fert-Maxx Landscape 23-13-8
 - g. Tri-C Soluble Humate
 - h. Super Iron 9-9-9
 - i. Balance Inorganic Triple Fifteen 15-15-15

For all areas fertilized with granular fertilizers, except for turf areas, Contractor shall cultivate material into the soil and then soak the area immediately after fertilization.

Fertilizer quantities and products, as well as any additives such as Sulfur, may fluctuate depending on soil test results or other factors. Any changes will be in a manner acceptable to the Contract Manager.

D. Tree Fertilization

1. Fertilization of trees, when necessary, shall be performed using three (3) stakes or spikes per tree which will be installed as follows:
 - a. Placement of stakes shall be in a circle around the tree trunk within the tree drip line; no less than 2 feet from the trunk and no less than 3 feet from other fertilizer stakes.
 - b. The Contractor shall cover the blunt end of each stake with a plastic cap and hammer the stake on the covered end down into the ground to the depth recommended by the manufacturer or until the cap is at the ground surface.
2. Contractor shall consult the contract's Fertilization Services Schedule for the appropriate group of landscaped zones as detailed in Exhibit L.2 for the appropriate schedule for tree fertilizer operations.
3. Fertilizer applications for trees shall use the following fertilizer stakes unless otherwise specified by the Contract Manager:
 - a. 15-7-6 Fertilizer Stakes

Fertilizer quantities and products, as well as any additives such as Sulfur, can vary depending on the condition, age, and maturity of the trees as well as soil test results. Any changes will be in a manner acceptable to the Contract Manager.

FERTILIZATION SCHEDULE
 LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

The Contractor shall adhere to the following schedules for fertilization per zone, in accordance with this Contract's Exhibit L.1, Fertilization Specifications. It is the responsibility of the Contractor to ensure that fertilizer is administered in accordance with the manufacturer's recommended amounts for the landscape terrain, unless otherwise specified by the Contract Manager.

Figure A

Fertilization of Turf Areas Mechanical/Hand Broadcasting of Granular Fertilizer			
Item No.	Schedule for Fertilization	Type of Fertilizer	Application
1.	March and September	Best One Shot	In accordance with the product manufacturer's recommendations
2.	May	Best Turf Supreme 16-6-8 Plus Trimec	In accordance with the product manufacturer's recommendations
3.	November	Best Triple Pro 15-15-15 -or- Balance Inorganic Triple Fifteen 15-15-15	In accordance with the product manufacturer's recommendations

Figure B

Fertilization of Shrub & Groundcover (Planted Slopes/Medians/Flat Areas) Liquid/Water-Soluble Fertilizer or Granular Fertilizer Mechanically/Hand Broadcast			
Item No.	Schedule for Fertilization	Type of Fertilizer	Application
1.	March and September	Best EverGreen 18-5-0 Minis+5% Iron with 0.20% Dimension	In accordance with the product manufacturer's recommendations
2.	May and November	Best Triple Pro 15-15-15 -or- GrowMore 20-20-20	In accordance with the product manufacturer's recommendations

Figure C

Fertilization of Ornamental Trees Individual Application of Fertilizer Stakes			
Item No.	Schedule for Fertilization	Type of Fertilizer	Application Amount
1.	March	15-7-6 Fertilizer Stakes	Apply 3 stakes to each tree along drip line

Figure D

Fertilization of Annual Color Areas Hand Broadcasting of Granular Fertilizer			
Item No.	Schedule for Fertilization	Type of Fertilizer	Application Amount
1.	March, May, September and November	Best EverGreen 18-5-0 Minis+5% Iron with 0.20% Dimension	In accordance with the product manufacturer's recommendations

WEED AND PEST CONTROL SPECIFICATIONS
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Weed and Pest Control shall be performed for all applicable landscaped terrain which have turf, shrub, or groundcover areas in accordance with the specifications detailed hereinafter. These tasks shall be performed by the contractor as scheduled for each specific landscape zone in accordance with the Contract's Exhibit A, Scope of Work, unless otherwise directed by the Contract Manager. Contractor shall perform in a workmanlike manner the following:

A. Weed Control

1. Contractor shall perform operations bi-weekly unless otherwise specified by the Contract Manager as specified herein keep the following areas free of weeds. The term "weed" applies to any vegetation that is obviously not a part of the planned landscape.
2. Contractor shall be responsible for weeds in all turf areas, beds, planters, cultivated areas, walkways, drainage areas, expansion joints in all hard surface areas, driveways, roadways, bare areas, undeveloped areas and areas between the concrete gutter and asphalt roadways.
3. Contractor shall determine, in consultation with the Contract Manager, the manner and method of weed control and removal. Contractor shall not use string-trimmers, weed whips, or any other mechanical tool which may result in damage to the landscaping or the spread of seeds during weed control operations. Methods may incorporate one or more of the following:
 - a. Hand removal
 - b. Cultivation
 - c. Chemical treatment (mainly within point irrigated areas).
4. Contractor shall keep all grass-like weeds, morning glory, vine-type weeds, ragweed and other underground spreading weeds under strict control.
5. Contractor shall leave weeds treated with a contact herbicide in place for a minimum of seven (7) days after treatment. In the event that control is not achieved after seven (7) days, Contractor shall make additional contact herbicide application(s), at no additional cost to the County, until target species are eliminated.
6. Contractor shall leave weeds treated using a systemic herbicide in place per manufacturer's recommendation. In the event that control is not achieved by the time specified per the manufacturer's recommendation, Contractor shall make a second application at no cost to the County.
7. Contractor shall remove from the area, any and all dead weeds resultant from successful herbicide application(s).

8. Contractor shall inspect all walkways, beds, planters, landscapes and spot-treat weeds as necessary.
9. Contractor shall not perform hand weeding on slopes that utilize jute netting, but shall instead use chemical treatment twice a year.
10. Chemical Application
 - a. All work involving the use of chemicals shall be in compliance with all Federal, State and local laws and will be accomplished by personnel who hold an active State of California Qualified Applicator license and will provide said services under the direction of a Licensed Pest Control Advisor. In accordance with the California Food and Agricultural Code, the Contractor shall provide the Contract Manager with a copy of a valid Pest Control Business License, a valid Pest Control Advisor's License and a Qualified Applicator's License prior to using any and all applicable chemicals within the area(s) to be maintained. Accordingly, the Contractor shall comply with the following:
 - b. Contractor shall be certified in categories A, B, D and E of the Pest Control Advisor's License and in category B of the Qualified Applicator's License.
 - c. If the Contractor does not possess a valid Pest Control Advisor's License as specified, the Contractor may subcontract out this service upon written consent of the Contract Manager in accordance with Exhibit B, Section 2, Subcontracting.
 - d. If the chemical application is performed without the necessary Department approvals, including registration, licenses and permits, Contract Manager may deduct pro rata from Contractor's invoice applicable contract costs for chemical spraying.
 - 1) The action above shall not be construed as a penalty but as an adjustment of payment to Contractor due to the failure of the Contractor to complete or comply with the provisions of this Agreement.
 - 2) In addition to the remedies provided heretofore, this Agreement may be terminated per Paragraph C (Termination/Suspension for Default) of Section 3 (Termination/Suspensions), Exhibit B (Service Contract General Requirements) of this Agreement upon Contractor's failure to correct deficiencies in a timely manner.
 - e. A list of proposed chemicals to be used including, commercial name, application rates and type of usage shall be submitted to the Contract Manager for approval at the commencement of the contract. No work shall begin until written approval of use is obtained from the Contract Manager.

EXHIBIT M

- f. Chemicals shall be applied only by those persons possessing a valid California Certified Applicator's License or Certificate. Application shall be in strict accordance with all governing regulations.
- g. Safety Data Sheets (SDS) and labels for each chemical shall be kept on-site.
- h. Records of all operations stating dates, times, methods of application, chemical formulations, applicators names and weather conditions shall be made and retained in an active file for a minimum of five (5) years.
- i. The Contractor shall provide a chemical use report (Site Specific) with monthly billing. A copy of the recommendation for each application (Site Specific) shall be provided to the Contract Manager and applicator prior to each application. This shall be in addition to the copy of the usage summary that is provided to the Agricultural Commissioner.
- j. All chemicals requiring a restricted material permit for use must be obtained from the County Agricultural Commissioner's Office and a copy shall be provided to the Contract Manager.
- k. Copies of all forms submitted to the County Agricultural Commissioner's office shall be given to the Contract Manager no later than the month following they are submitted.
- l. All regulations and safety precautions listed in the Pesticide Safety Information Series (PSIS) N – Series created by the California Department of Pesticide Regulations shall be adhered to by the Contractor.
- m. Contractor shall employ precautionary measures when using or applying any herbicide/pesticide chemical material. Including but not limited to applying chemicals when air currents are still, so as to minimize drift to reduce the possibility of chemical drifting onto adjacent property and coming into contact with persons whether or not they are in or near the area of application.
- n. Contractor shall be registered on an annual basis with the County Agricultural Commissioner.
- o. Contractor must provide annual pesticide/herbicide handler training to those employees who will be performing this type of chemical application.
- p. Contractor must store all pesticide/herbicide material properly on County property and work locations.
- q. Contractor shall not apply water to pesticide/herbicide treated areas for at least 48 hours after each application. If rain occurs within 48 hours of application, the Contractor shall reapply pesticides/herbicides in accordance with the manufacturer's recommendation.

- r. Contractor shall shield trunks, stems, or foliage from the chemical application to avoid damage.

B. Insect, Rodent and Disease Control

1. Contractor shall on a bi-weekly basis, visually inspect landscaped areas for diseases, insects and rodents including, but not limited to, gophers and ground squirrels causing excessive or ongoing damage to turf, shrubs, ground covers, trees and irrigation systems. Contractor shall perform inspections during the months of April or May, at the frequency identified in Form PW-2 (Schedule of Prices) unless otherwise instructed or permitted by the Contract Manager. Contractor shall submit a report to the Contract Manager on the findings and recommendations, within two weeks after completion of the inspection.
2. Contractor shall be reimbursed through additional work for providing an insect and disease control program as necessary to prevent all common diseases from causing serious damage to shrubs and trees, notwithstanding Exhibit H, Turf Care Specifications, Item E, Pest and Disease Control. All remedies and recommendations resulting from inspections by the contractor must be approved in writing by the Contract Manager prior to any work being performed. Disease control shall be achieved utilizing materials and rates recommended by a licensed California Pest Control Advisor.
3. A disease and pest control schedule shall be maintained year-round as necessary or instructed by the Contract Manager.
4. Rodent Control
 - 1) Contractor shall report in writing to the Contract Manager any evidence of rodent or burrowing rodent activity.
 - 2) The Contract Manager shall coordinate with the County Agricultural Commissioner's Department to provide pest control for each Zone.
 - 3) Whenever holes are visible upon the surface, Contractor shall fill and securely tamp the holes, at the rate for Insect, Rodent & Disease Control, to avoid moisture runoff from entering the holes. This procedure shall be followed in all areas, especially within all sloped areas.
 - 4) Control of ground squirrels, gophers and other burrowing rodents by trapping and/or chemical treatment will be provided by the County. Fumitoxin (Aluminum Phosphide) may be used for the control of rodents.

SITE CLEAN-UP SPECIFICATIONS
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

These specifications refer only to clean-up activities not directly related to other maintenance tasks covered elsewhere in this contract. Contractor shall police the maintenance area for routine clean up specifications when performing other maintenance tasks. The cost for the clean-up duties associated with other maintenance tasks shall be included in the total cost of that task and are not related to the specifications presented in this Exhibit. Tasks in this Exhibit are for when additional, specific or extraordinary needs for site clean-up arise. Unless otherwise directed by the Contract Manager, the Contractor shall perform the following tasks as scheduled for each specific landscape zone in accordance with these specifications as well as the contract's Exhibit A, Scope of Work. Contractor shall perform in a workmanlike manner the following:

A. Litter Control and Area Maintenance

Contractor shall perform detailed, specific litter control and area maintenance operations as described herein on a quarterly basis or at the frequencies otherwise requested by the Contract Manager. Areas to be serviced shall be including but not limited to, turf, walkways, adjacent to roadways, gutters, service roads, between and around planted areas, steps, planters, drains, catch drains and areas on slopes ten (10) feet up from the toe of the slope or ten (10) feet down from the top of the slope. Accordingly, operations of the Contractor shall include but not be limited to the following:

1. Litter/Trash Removal

- a. Contractor shall inspect and pick up litter thoroughly and completely to ensure a neat appearance in all areas is maintained by removing paper, non-decorative rocks, glass, trash, siltation, erosion and other accumulated debris and undesirable materials.
- b. At sites with trash containers for the general public, Contractor shall remove all trash from containers when at least $\frac{1}{2}$ full or at a minimum once per week, whichever comes first. Contractor shall complete trash pickup before the end of the workday.
- c. Contractor shall remove all trash and accumulated debris from the site.
- d. Contractor is responsible for manually and chemically removing weeds as is necessary, within the center median areas as well as any areas of stamped concrete within the zone.
- e. All pavers and walkways shall be swept, vacuumed, or leaf-blown as is necessary. Periodic inspections shall be made of hazardous conditions such as smooth or slippery surface spots, cracks, depressions with standing water, vertical separations, algae, etc. Any such condition shall be reported to the Contract Manager immediately.

2. Natural Areas

Natural areas are open space areas that have minimal usage due to the sloping character of the land and the rugged landscape materials that are native to the land. Contractor shall provide periodic maintenance consisting of debris and litter removal only as directed by the Contract Manager. Contractor shall conduct a visual inspection of natural area, provide pick-up of trash and remove off-site.

3. Curb and Gutter Maintenance

Contractor shall keep curb and gutter expansion joints located adjacent to designated maintenance areas free of weeds and grass at all times.

4. Vinyl Fence Maintenance

Where applicable, vinyl fencing shall be wiped down as is necessary so as to maintain a clean surface free from build-up of dirt and dust which may accumulate periodically.

5. Raking and Removal of Leaves

Contractor shall remove accumulation of leaves from all landscaped areas including beds, planters, slopes, turf and areas under trees. Further, during leaf drop periods (autumn through winter), when there is an abundance of fallen leaves, mowing leaves on turf areas shall not be permitted. Contractor shall rake and pick up leaves from turf before commencing mowing operations.

6. Sweeping

Contractor shall check concrete areas for cracks, crevices, and deterioration. When found, the Contractor shall immediately notify the Contract Manager. Further, the Contractor shall clean walkways, steps, curbs and gutters including, but not limited to the removal of all foreign objects from surfaces such as gum, grease, broken glass, cans, bottles, and other foreign objects not designed as a part of the landscape, etc.

Contractor shall incorporate one or more of the following tools for sweeping of designated areas:

- a. Power-pack Blowers
- b. Vacuums
- c. Brooms
- d. Push-power blowers

Contractor shall not utilize blowers to disperse debris onto street or blow back on to turf area. Contractor shall comply with local ordinances regarding noise level if the Contractor elects to use power equipment to complete such operations. Contractor shall not use any power equipment prior to 7:00 a.m. or later than 3:30 p.m.

Contract Manager may modify sweeping operation schedule in order to ensure that the public is not unreasonably subjected to noise. Contractor shall control cleanup with power blowers such that debris is blown into piles and picked up.

B. Graffiti Control and Reporting

If applicable, Contractor shall conduct visual inspections bi-weekly and report all graffiti within 24 hours to the Contract Manager. Areas to be inspected and reported will include, but are not limited to: shelter houses, viewing stations, benches, paving surfaces, walls, fences, educational and directional signs, other appurtenant structures and equipment within the areas of maintenance zones.

C. Dog Station Maintenance

If applicable, Contractor shall maintain dog stations clean and sanitary. Contractor shall be responsible for disposal of trash receptacles as well as replacement of disposable bag receptacles.

BRUSH CLEARANCE SPECIFICATIONS
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Brush clearance tasks shall be performed to eliminate or minimize brush and other natural debris to maintain safe and healthy landscape zones. Unless otherwise specified by the Contract Manager, these tasks shall be performed by the Contractor for all applicable landscape maintenance zones in accordance with the specifications detailed herein as well as the specifications in Exhibit A, Scope of Work. The Contractor shall perform in a workmanlike manner the following:

A. Brush Clearance for Fire Protection

1. Slopes and hillside areas are designed to meet County of Los Angeles Ordinances for fire retardation. These areas generally occur in sloping terrain with gradients ranging from 10 to 100 percent. Slopes are either manufactured or natural. Use of these areas by the residents should be minimal.
2. Contractor shall be responsible for compliance with weed and brush clearance requirements of the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures (ACWM) and the Fuel Modification Guidelines established by the County of Los Angeles Fire Department (LACoFD) Brush Clearance Section.
3. Contractor shall maintain natural slopes by clipping weeds and native brush to a height of 2 to 4 inches for a distance of at least two-hundred (200) feet from a dwelling or structure or as required by the County of Los Angeles Department of ACWM and/or the LACoFD Brush Clearance Section. Contractor shall trim dead wood from woody plants and remove all debris from brush clearance operations offsite from the District zone area.
4. Contractor shall commence weed removal/abatement immediately following the rainy season or upon determination by the County of Los Angeles Department of ACWM and/or by the LACoFD Brush Clearance Section that a fire hazard condition exists. The required weeding shall be completed as soon as possible following its commencement and shall be completed throughout a District Zone within a maximum period of thirty (30) days. In the absence of other direction from the County of Los Angeles Department of ACWM and/or by the LACoFD Brush Clearance Section, all brush clearance shall be completed by May 31 of each year.
5. Contractor shall be responsible for maintaining the natural slope areas throughout the year in accordance with the above-identified height of weeds, dead wood removal and distance from dwellings or structures requirements. This may require that certain areas will need additional brush removal as directed by the County of Los Angeles Department of ACWM and/or by the LACoFD Brush Clearance Section. Contractor will be paid additional compensation for additional brush removal at the rate specified in Form PW-2 (Schedule of Prices).

EXHIBIT O

6. Contractor shall also remove weeds to a distance of thirty (30) feet measured from any sidewalk adjacent to a fire protection slope area.
7. Where reference is made to weeding or brush clearing within 200 feet of a structure, it is intended that the space between the structure and the private property line is the responsibility of the owner of the property except where the District Zone has accepted an easement to maintain a portion of the private lot. As an example, assume a private residential lot has a depth of 100 feet, the rear or side of which abuts a fire protection slope. Assume that the structure is set back 20 feet from the property line abutting this slope. Contractor shall be responsible for the balance of the 200 feet outside of the private property boundary, or, in this case, 180 feet. Contractor shall be responsible for those areas that have been accepted by the District for weed and brush clearance which usually include an easement dedicated for the purposes of maintenance. Contractor shall consult with the Contract Manager for any questions regarding these areas.
8. Contractor shall weed planted manufactured slopes on a regular basis throughout the year. Contractor may use herbicide on planted slopes which were not hydro-seeded to remove weeds. Contractor shall remove weeds by hand without the use of herbicide on planted slopes that were hydro-seeded. Contractor shall remove weeds by hand each month during the term of the maintenance contract.

DRAINAGE SYSTEM MAINTENANCE
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS

Maintenance and management for drainage systems shall be performed by the Contractor for all applicable landscape maintenance zones in accordance with the specifications detailed herein as well as the specifications in Exhibit A, Scope of Work. The Contractor shall perform in a workmanlike manner the following:

A. Maintenance and Management of Drainage Systems

1. Regular Maintenance Drainage Systems

- a. Contractor shall conduct routine inspections on a monthly basis, unless otherwise specified by the Contract Manager; to ensure drainage systems standards in accordance with this Exhibit are met.
- b. All surface drains shall be kept clear of debris and overgrown planting so that water will have an unimpeded passage to its outlet.
- c. All inlets to sub-surface drains shall be kept clear of leaves, paper and other debris to ensure unimpeded passage of water.

2. Storm Preparation

In response to forecasts of impending inclement weather which may severely impact the landscaped zones, the Contractor shall perform all of the following at the direction of the Contract Manager:

- a. Remove debris from all surface drains, drainage structures, drain inlets and grates.
- b. Install sandbags at potential flood areas, if necessary.

B. Repairs and Miscellaneous Improvements

Contractor shall repair or replace any broken or stolen sections of drainage pipe, catch basin boxes and grates as necessary. Contractor will receive reimbursement for any parts replaced and be compensated for the additional labor incurred by any additional work in accordance with the rate for as-needed hours shown in the Form PW-2, Schedule of Prices.

OAK TREE MANAGEMENT AND COUNTY ORDINANCE

The Los Angeles County Oak Tree Ordinance was established for the purpose of recognizing oak trees as significantly historical, aesthetic, and ecological resources. The goal of this ordinance is to create favorable conditions for the preservation and propagation of this unique and threatened plant heritage. By making this part of the development process, healthy oak trees will be preserved and maintained. The Los Angeles County Oak Tree Ordinance applies to all unincorporated areas of the County. Individual cities may have adopted the county ordinance or their own ordinance which may be more stringent.



PERMIT REQUIREMENTS

Under the Los Angeles County Ordinance, a person shall not cut, destroy, remove, relocate, inflict damage, or encroach into the protected zone of any tree of the oak tree genus, which is 8" or more in diameter four and one half feet above mean natural grade or in the case of oaks with multiple trunks combined diameter of twelve inches or more of the two largest trunks, without first obtaining a permit.

TYPES OF OAKS COMMONLY FOUND IN LOS ANGELES COUNTY

Many kinds of oak trees are native to Los Angeles County. All oak species are covered by the oak tree ordinance. Older oak trees that have thrived under natural rainfall patterns of dry summers and wet winters often cannot tolerate the extra water of a garden setting. These trees must be treated with special care if they are to survive. Oaks that have been planted into the landscape or have sprouted as volunteers tend to be more tolerant of watered landscapes. While these vigorous young trees may grow 1½ to 4 feet a year in height under the best conditions, they are not as long-lived as indigenous oaks.

OTHER COMMON OAKS

Quercus Kelloggii California Black Oak

Quercus Chrysolepis Canyon Live Oak

Quercus Dumosa California Scrub Oak

Quercus Agrifolia Coast Live Oak

- Large evergreen tree with a broad round shape and large limbs growing 30'-70' high and 35'-80' wide. Leaves are deep glossy green, 1"-3" long, spiny and holly-like with distinctly cupped or curled leaf edges. This is the most common oak seen around southern California's foothill communities.

Quercus Engelmannii Mesa Oak

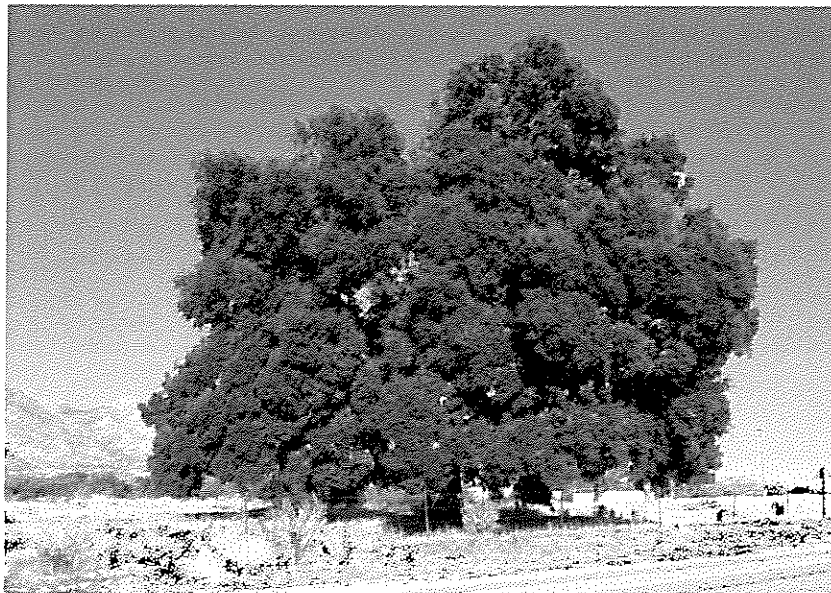
- Mesa oaks are indigenous to the foothills of the Sierra Madres. They grow 40 to 50 feet high with semi-evergreen, dense, wide-spreading canopy. Leaves are thick, deep blue green in color, varying form and size.

Quercus Lobata Valley Oak

- Large deciduous tree 60'-75' high, broadly spreading 50'-80' wide. Leaves are deep green 3"-4" long, paper-like texture with deep rounded lobes on the leaf edge. Tends to favor valley bottoms; for this reason, the valley oak has disappeared from the landscape rapidly, impacted severely by agriculture and development.

ENVIRONMENTAL REVIEW OAK TREE CARE AND MAINTENANCE

This Oak Tree Care and Maintenance Guide offers basic information and practical guidelines aimed at the preservation and continued health and survival of oak trees in the residential landscape. Increasing pressure for development is changing the oak woodland of Los Angeles County. Heritage oaks which once survived in open rolling hills are now being preserved or replanted and incorporated into the community. Oak trees in the residential landscape often suffer decline and early death due to conditions that are easily preventable. Damage can often take years to become evident, and by the time the tree shows obvious signs of disease it is usually too late to help. Improper watering, especially during the hot summer months, and disturbance to critical root areas are the most often causes. This booklet will provide the guidelines on where these critical areas lie and ways to avoid disturbing them, as well as information on long-term care and maintenance of both natural and planted oaks. Lists of additional resources for more information and demonstration areas to visit are also included.



The Los Angeles County Oak Tree Ordinance has been established to recognize oak trees as significant historical, aesthetic, and ecological resources. The goal of the ordinance is to create favorable conditions for the preservation and propagation of this unique and threatened plant heritage. By making this part of the development process, healthy oak trees will be preserved and maintained. The Los Angeles County Oak Tree Ordinance applies to all unincorporated areas of the County. Individual cities may have their own ordinances, and their requirements may be different.

Permit requirements: Under the Los Angeles County Ordinance, a person shall not cut, destroy, remove, relocate, inflict damage, or encroach into the protected zone (see text) of any ordinance-sized tree of the oak tree genus without first obtaining a permit. Damage includes but is not limited to:

- Burning
- Application of toxic substances
- Pruning or cutting
- Trenching
- Excavating
- Paving
- Operation of machinery or equipment
- Changing the natural grade
- Chapter 22.56.2050: Oak Tree Permit Regulations, Los Angeles County, Adopted: August 20, 1982. Amended: September 19, 1988.

For more information about the County Oak Tree Ordinance, visit the Forestry Division's website at: <http://lacofd.org/Forestry.asp>

Or contact:

Department of Regional Planning
320 W. Temple Street, 13th Floor
Los Angeles, CA 90012-3284
(213) 974-6411
TTD: (213) 617-2292

<http://planning.co.la.ca.us>

THE PROTECTED ZONE

The protected zone defines the area most critical to the health and continued survival of an oak tree. Oaks are easily damaged and very sensitive to disturbances that occur to the tree or in the surrounding environment. The root system is extensive but surprisingly shallow, sometimes radiating out as much as 50 feet beyond the spread of the tree leaves, or canopy. The ground area at the outside edge of the canopy, referred to as the drip line, is especially important: the tree obtains most of its surface water and nutrients here, and conducts an important exchange of air and other gases. The protected zone is defined in the Oak Tree Ordinance as follows:

"The Protected Zone shall mean that area within the dripline of an oak tree and extending therefrom to appoint at least 5 feet outside the drip line or 15 feet from the trunk, whichever distance is greater."

CHANGES IN THE GRADE

Any changes in the level of the soil around an oak tree can have a negative impact. The most critical area lies within 6' to 10' of the trunk: no soil should be added or scraped away. Water should drain away from this area and not be allowed to pond so that soil remains wet at the base. Retaining walls designed to hold back soil above or below an existing tree should be avoided if at all possible, especially within the protected zone. These types of structures cause critical areas at the drip line to be buried, or require that major roots be severed. Water trapped and the base of the tree could lead to root rot or other impacts, and to the decline and premature death of a highly valued landscape tree. Construction activities outside the protected zone can have damaging effects on existing trees. Underground water sources can be cut off due to falling water tables, or drainage may be disrupted. Trenching: Digging of trenches in the root zone should be avoided. Roots may be cut or severely damaged, and the tree can be killed. If trenches must be placed within the protected zone, utilities can be placed in a conduit, which has been bored through the soil, reducing damage to the roots. Insist that as many utilities as allowed be placed in a single trench, instead of the common practice of digging a separate trench for each individual line. Trenching can also be accomplished using hand tools or small hand-held power equipment to avoid cutting roots. Any roots exposed during this work should be covered with wet burlap and kept moist until the soil can be replaced. Soil Compaction and Paving: The roots depend upon an important exchange of both water and air through the soil within the protected zone. Any kind of activity that compacts the soil in this area blocks this exchange and can have serious long-term negative effects on the tree. If paving material must be used, some recommended surfaces including brick paving with sand joints, or ground coverings such as wood chips (note the advantage of natural materials for providing nutrients under Mulching).

CONSTRUCTION ACTIVITY WITHIN THE PROTECTED ZONE

WATERING – The key is prevention; **do not over-water**. Improper watering is often overlooked as the cause of tree death because it can take years for the damage to show. Once the tree shows obvious signs of decline, it is often too late to correct the problem. The seasonal weather pattern for this region is one of dry summers and winter rain. Oak trees are naturally drought tolerant and adapted to this cycle. If the tree is vigorous and thriving it should not require any additional water. If the natural source of surface or underground water has been altered, some supplemental water may be necessary, but proceed with caution. The goal of any watering schedule for oak trees should be to supplement natural rainfall and it should occur only when the tree would normally receive moisture. This might be in the winter, if rains are unusually later, or in spring if rainfall has been below normal levels. Over-watering, especially during the summer months, causes a number of problems which can lead to decline and eventual death of the tree. It creates ideal conditions for attacks of Oak Root Fungus by allowing the fungus to breed all year. In addition, both evergreen and deciduous oaks grow more vigorously in the spring and naturally go dormant in the summer. Extra water only encourages new time growth which is subject to mildew. Oaks need this period of rest. Newly planted oaks may need supplemental watering during their first few summers. After they become established water should be applied according to the previous guidelines.

PRUNING – For oak trees the periodic removal of dead wood during periods of tree dormancy should be the only pruning needed. Any cutting of green wood opens scars that could allow the entry of organisms or disease. Before pruning obtain the advice of a certified arborist or other professional and consult the local city or county where the tree is located to find out what regulations apply. Pruning both live and dead wood can sometimes require a permit.

MULCHING – Leaf litter from the tree is the best mulch and should be allowed to remain on the ground within the protected zone. Crushed walnut shells or wood chips can be used, but the oak leaves that drop naturally provide the tree with a source of nutrients. Avoid the use of packaged or commercial oak leaf mulch which could contain Oak Root Fungus. Redwood chips should not be used due to certain chemicals present in the wood.

MAINTENANCE – Disease and Pests; Trees that are stressed, especially because of improper watering practices, are prone to certain diseases and attacks by pests. The most damaging of these diseases is the Oak Root Fungus *Armillaria mellea*. Occurring naturally in the soil, the fungus thrives under wet conditions and dies back in the summer when soils dry out. This is why summer watering of oaks can be a deadly practice. As noted in the watering guidelines, wet soil in the summer allows the fungus to grow all year. As the population grows, their natural food sources are depleted and they begin feeding on oak tree roots. The fungus does not require an open wound in the tree to gain entry. Indications of the fungus include:

- Die back of branches or tips
- Honey-colored fungus at or near the root crown
- White fan-like fungus between wood and bark
- The presence of black, shoestring-like growths in the soil

Once the tree begins to show obvious signs of infection, treatment is generally ineffective. The best treatment is to avoid the conditions that lead to Oak Root Fungus infections. Pit Scale, Oak Moth, and other pests: Any significant changes in leaf color, branch die back, presence of black sooty material on leaves or other changes should be noted. Seek the advice of a professional forester, arborist, farm advisor or other expert before the application of any pesticides on an oak tree.

PLANTING UNDERNEATH OAKS – The natural leaf litter is by far the best ground cover within the protected zone. If plants must be placed, the following guidelines should be followed: There should be no planting within a minimum of 6 to 10 feet of the trunk. Avoid plants that require supplemental water once established. Choose plants suited for “dry shade”. Those listed in the box below offer some good choices.

Plants to Consider:

Arctostaphylos desiflora - 3' high, 6' wide. Toughest of available forms.

'Howard McMinn' Manzanita - Whitish-pink flowers

Arctostaphylos edmundsii - 1-2' high, 4'5' wide. Tolerant of full shade.

Little Sur manzanita

Arctostaphylos hookeri - 1-2' high, spreading to 12' wide by rooting.

Monterey Carpet Manzanita – branches with white to pink flowers.

Ceanothus griseus horizontalis - less than 2½' tall, low & creeping

Carmel Creeper - Clusters of small blue flowers

Heuchera spp. – 2-4' mound. Flowers on an upright stem 2-3"

Coral Bells – high and spotted with red or pink

Mahonia aquifolium compacta – 2-4' high, spreading by underground roots

Oregon Grape – Bright yellow flower clusters

Ribes viburnifolium – 2-3' high, spreading to 12' wide. Flowers

Evergreen or Catalina Currant – pink to red in small clusters

NOTES – Before deciding on plants, check a source such as the Sunset Western Garden Book to determine which plants will grow in your area. When choosing shade tolerant plants, consider that the ground under the south side of the tree will get more sunlight while the northern side will tend to remain more deeply shaded.

ENVIRONMENTAL REVIEW

AN OAK TREE PERMIT IS REQUIRED FOR:

- A. For any activity that may result in an impact to the oak resource. Impacts include cutting, destroying, removing, relocating, inflicting damage or encroaching into the protected zone of any tree of the oak genus that is 25 inches or more in circumference or eight (8") inches in diameter as measured four and one-half feet above mean natural grad, or in the case of multi trunks whose combined circumference of any two trunks is at least 12" in diameter.
- B. For any activity that may impact any oak tree, regardless of size, which was provided as a replacement tree pursuant to the Los Angeles County Oak Tree Ordinance.

There are a few exceptions to the Oak Tree Permit process. Routine maintenance and pruning of an oak tree required to protect life and property while maintaining tree health is allowed and an Emergency Oak Tree Permit may be issued under certain situation. Live limbs up to 2" in diameter may be pruned and dead limbs removed. Removal of limbs within 10 feet of a chimney is allowed to maintain fire clearances. An Emergency Oak Tree Permit may be issued upon inspection and approval of a county forester when a tree poses an immediate threat to life or property. Proper filing procedures will be discussed during your appointment with the county zoning and permit counselor.

APPLICATION PROCEDURE

Your first step is to contact the Department of Regional Planning's Land Development Coordinating Center to obtain the form for an oak tree permit. Their phone number is (213) 974-6411. A zoning and permit counselor is available between the hours of 7:30 a.m. and 6:00 p.m. Monday – Thursday in Room 1360 in the Hall of Records, 320 West Temple Street, Los Angeles, CA 90012. There, you can discuss your plans and obtain pertinent facts about land use, zoning, and permits, that may affect your property and oak resource. You also may call the Environmental Review Unit of the County of Los Angeles Fire Department's Forestry Division, for an assessment of your project's potential impact to the oak resource or emergency request. Their phone number is (818) 890-5719, Mon.-Fri., 7:30 a.m. to 5:00 p.m.

APPLICATION PROCESSING

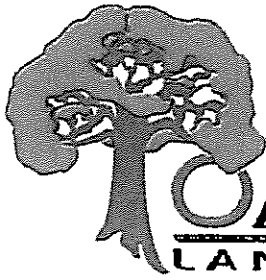
When you have completed the application forms and assembled all of the required materials including an oak tree report prepared by an approved expert, you should call for an appointment to file your application. A planner will review the materials to ensure that all necessary items are submitted and the necessary fees paid. When the filing has been deemed complete, you may be set for public hearing before a Hearing Officer or the Regional Planning Commission depending on the circumstances of your case. A combined hearing will be held by the Regional Planning Commission or Hearing Officer for an Oak Tree Permit filed concurrently with other types of applications on the same property.

Before the public hearing, your Oak Tree Permit Application and Oak Tree Report, if required by the Director, will be reviewed by foresters of the County of Los Angeles Fire Department. They shall review the report for accuracy and make physical inspections of the project site. Such inspections shall determine the health of all oak trees and other factors as may be needed to complete their review. A copy of the forester's comments on the report will be submitted in writing to the Director or Commission within 15 days of receipt of the application from the Director. The foresters may at the option suggest mitigating conditions for use by the Hearing Officer, Director, or Commission. There are additional fees for the review, field inspection, and field monitoring for use of the permit. The fees are paid directly to the County of Los Angeles Fire Department and are based on the number of oaks involved and complexity of the project.

Notices of public hearing are sent to the applicant and surrounding property owners advising them of your application and the time and place of the public hearing. A legal advertisement is also placed in a local newspaper. A staff report is prepared containing an analysis of the impact and preliminary recommendations. This report is available for public review the day of the public hearing. Either a Hearing Officer, or on more complex/controversial cases the Regional Planning Commission, will hear the Oak Tree Permit request.

PUBLIC HEARING

When concurrent consideration for other required permits (i.e. zone changes, land divisions, variances) requiring a public notice and a public hearing exists, the Oak Tree Permit shall be considered in the same public notice and public hearing. When no concurrent consideration is noted by the Hearing Officer, the Director shall conduct a public hearing subject to the public notice of an Oak Tree Permit filing. The public hearing



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

County of Los Angeles

Proposal for
**FOR LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES —NORTH COUNTY
(2018-PA023)**

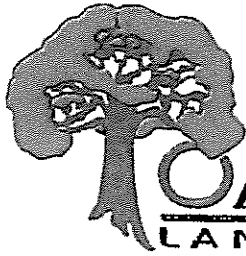
**GROUP A: VALENCIA ANNEX, SUNSET POINTE, EMERALD
CREST, THE ENCLAVE ZONES**

**GROUP B: WESTRIDGE, WESTRIDGE AREA WIDE, OLD AREA
WIDE, OLD ROAD LOCAL, THE ENTRADA ZONES**

GROUP C: CASTAIC HILLCREST AREA ZONE

Date Submitted: April 24, 2017 before 5:30 P.M.

Contact: Ron McRae
Business Development
Oakridge Landscape, Inc.
28064 Avenue Stanford Unit #K
Valencia, CA. 91355
(818) 404-5250
Rmcrae@oakridgelandscape.net



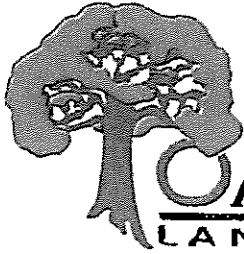
OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL

Table of Contents

1. Title Page
2. Table of Contents
3. Letter of Transmit
4. Support Documents for Corporation
5. Executive Summary—Experience
6. Financial Resources
7. Licenses and Certifications
8. Insurance
9. Sample of Recordkeeping
10. Requested Forms List
11. Schedule of Prices
12. Staffing Plan and Cost



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

3 . Letter of Transmittal



Letter of Transmittal

RE: Proposal for County of Los Angeles Department of Public Work

Enclosed is the proposal by Oakridge Landscape, Inc., for Landscape Maintenance Services, we have reviewed the scope of work and understand the requirements for performing the tasks to the highest standard as specified and outlined in the proposal.

The project will be led by our maintenance division Supervisor Armando Trinidad Listed below are the phone numbers and email addresses for the individuals authorized to make commitments in relationship to this work, each can be reached by mail at our main office listed above.

Jeff Myers – President

Phone: (661) 295-7228 X 1307 Fax: (661)295-7230 Cell: (818) 974-8564

jeff@oakridgelandscapenet

Ron McRae - Business Developer

Direct: 818-404-5250 Office 661-295-7228

rmcrae@oakridgelandscapenet

Armando Trinidad – Supervisor Maintenance Division

Phone: (818) 891-0468 Fax: (818)892-9273 Cell: (818) 481-4178

atrinidad@oakridgelandscapenet

Linda Peinado - Customer Services

Phone: (818) 891-0468 Ext. 1137 Fax: (818) 892-9273 Cell: (818) 891-891-8119

linda@oakridgelandscapenet

Sincerely,

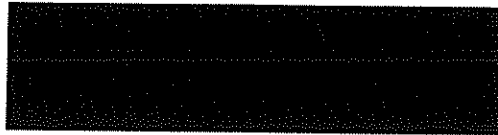
Jeff Myers
President

Oakridge Landscape, Inc.

(661) 295-7228 Ext. 1307

jeff@oakridgelandscapenet

Armando Trinidad



Objective

An **Account Manager** position for a well qualified candidate whose background exemplifies the fundamental skills crucial to the success of this important position and the role it plays in all aspects of Landscape services.

Qualifications

- Business Operations & Strategies
- Project & Account Management
- Budget & Contract Negotiations
- Staff Recruitment & Development
- Customer Relations & Service
- Document Preparation & Processing
- Landscape & Maintenance
- Quality & Safety Practices
- English & Spanish Fluency

Areas of Expertise

Operations Management & Staff Administration

- In-charge of all daily operations pertaining to residential, commercial & industrial Landscape Management Services
- Managed multiple Maintenance crews assigned to South Los Angeles & East Ventura County regions within So. Cal
- Accountable for planning, delegating, and supervising the tasks of Arbor & Enhancement staff and Irrigation Techs
- Oversaw, maintained, and processed client accounts including several which were awarded CLCA Planet Awards

Landscape Practices & Maintenance Procedures

- Extensive experience in Landscaping, Arboriculture, Pesticide, Enhancement, Irrigation, and Maintenance methods
- Prepared property grounds for routine planting, fertilizing, watering, trimming, mowing, and weeding practices
- Proficient at working from architectural drawings to modify and/or enhance grounds, land, turf, and gardens
- Operated heavy equipment, tools, and machinery for the completion of landscaping & grounds-keeping projects

Client Relations & Support Services

- Involved in all aspects of customer service through strong personal interaction and telecommunication methods
- Provided clear guidelines assuring all parties involved acknowledged orders pertaining to what the project entailed
- Worked closely with clientele to ensure directives were followed and customers were satisfied with outcome
- Executed quick and effective resolutions to unpredicted problems that arose without disrupting production processes

Employment History

Account Manager (04/09 to 09/09)
Estate-Gardens by Valley Crest, Calabasas, CA

Account Manager /Branch Manager In-Training (08/07 to 03/09)
Gothic Grounds Management, Valencia, CA

Laborer/Foreman/Account Manager/Enhancement Manager/Operations Manager (06/90 to 07/07)
TruGreen-LandCare/California Landscape Maintenance, Canoga Park, CA

License/Certifications

Qualified Applicator License (QAL) No.: 51873 - California Department of Pesticide Regulations
Certified Irrigation & Landscape Technician - California Landscape Contractors Association (CLCA)



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

April 16, 2018

IN REPLY PLEASE
REFER TO FILE: BRC-1

REQUEST FOR PROPOSALS – ADDENDUM 1 LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY (2018-PA023)

The deadline to submit proposals is Tuesday, April 24, 2018, at 5:30 p.m.

The following addenda and informational update are in response to requests for information and clarification submitted by the proposers for the Request for Proposals (RFP) for Landscape Maintenance Services for North County (2018-PA023), released on March 28, 2018. The questions presented in Section B of this Addendum represent the questions asked by the Proposers in the form and context as submitted.

All addenda and informational updates will be posted at <http://dpw.lacounty.gov/brcd/servicecontracts/>. Please check the website frequently for any changes to this solicitation.

A. ADDENDUM

The previous Schedule of Prices PW-2 Forms for Zones 73 and 75 of Group B, did not include an applicable line item for Reclaimed Water Irrigation System Maintenance; however, both have a total of 2 controllers each, which irrigate using reclaimed water. Therefore, the Schedule of Prices Forms for each term of Group B for Zone 73 and Zone 75 (PW-2.1B through PW2.4B) have been revised and are accessible at: <http://dpw.lacounty.gov/brcd/servicecontracts/>. Please be sure to use these updated forms when submitting your proposal.

B. QUESTIONS AND ANSWERS

- 1. Question:** Minimum Mandatory Requirement number 1 requires that a Proposer must have a minimum of 3 years of experience providing landscape maintenance services. As it pertains to this requirement, does "proposer" refer to a person, or to the company or firm?

Response: The proposer is the legal entity submitting the proposal. Please refer to the Definitions of Terms found on Exhibit B, Section B, of the RFP document. As shown on page B.2, 'Proposer' is "Any individual, person, or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity submitting a Proposal for the work, acting directly through a duly authorized representative".

2. **Question:** For Group B, with regard to line items for Reclaimed Water Irrigation System Maintenance on PW-2 Forms under Section B, Irrigation Systems; does the provided Estimated Units/Frequency of "12" mean there are a total of 12 units (controllers) to be maintained?

Response: No. The value of 12 for Reclaimed Water Irrigation System Maintenance line items is referring to a monthly schedule for this operation, which as stated on Page 5 of Exhibit I.1, Irrigation System Maintenance, entails routine visual inspections to ensure the landscaped terrain is being irrigated, reporting of any suspected malfunctions, and replacement of any signage, which may have been damaged or vandalized. Please note that Exhibit I.2, Irrigated Landscape Specifications, Figure B, provides the total number of controllers for every landscape maintenance zone in each of the three Groups.

3. **Question:** What are the current annual contract amounts for each of the landscape maintenance zones for Groups A, B and C?

Response: Please see the list below for the current contractors and annual contract amounts of each Zone:

Group A - Sunset Pointe, Emerald Crest, The Enclave and West Creek Area

Zone 1B:	Oakridge Landscape, Inc.	\$3,786 annually
Zone 21:	Rich Meier's Landscaping, Inc.	\$105,731 annually
Zone 26:	Rich Meier's Landscaping, Inc.	\$18,708 annually
Zone 63:	Rich Meier's Landscaping, Inc.	\$32,873 annually

Group B: - Westridge and Westridge Area Wide

Zone 73:	Oakridge Landscape, Inc.	\$314,578 annually
Zone 75:	Oakridge Landscape, Inc.	\$24,866 annually
Zone 78:	Oakridge Landscape, Inc.	\$10,601 annually
Zone 79:	Oakridge Landscape, Inc.	\$11,916 annually
Zone 80:	Oakridge Landscape, Inc.	\$17,019 annually

Group C: - Hillcrest Area

Zone 37:	Rich Meier's Landscaping, Inc.	\$38,728.00 annually
----------	--------------------------------	----------------------

It should be noted that due to changes in the scope of work, required services, and estimated unit/frequency of these services from the current contract, the above contract amounts may not be accurate representations for the contract amounts which will result from this solicitation, and they are provided herein just for your information. Public Works has provided more approximate estimates for the total annual amounts for each Group on the RFP document.

4. **Question:** Please clarify for Shrub and Ground Cover Replacement (Unit price per 100 sq. ft.), is that to be calculated for a flat of ground cover or 1 and 5 gallon shrubs?

Response: Each unit of Shrub and Ground Cover Replacement as listed in Schedule of Prices PW-2 Forms, under Section C, Item No. 3, is calculated as 100 sq. ft. of a flat of Ground Cover replacement, not as individual 1 or 5 gallon shrubs. The cost for individual 1 or 5 gallon shrubs are to be priced for on the Unit Price Lists as Item Nos. 18 and 19.

5. **Question:** With regard to the requirement for minimum crew members, does this also apply to irrigation technicians?

Response: No. Minimum number of crew per shift (2) as shown on the Staffing Plan and Cost Methodology LW-8 Forms are in reference only to on-site personnel performing landscape maintenance operations such as mowing, edging, trimming, etc. An irrigation technician who is not also performing landscaping tasks does not require an additional crew member.

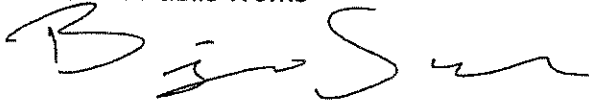
If you have any questions concerning the above information, please contact Mr. Danny Medina at (626) 458-4080, dmedina@dpw.lacounty.gov, or Ms. Ani Karapetyan at (626) 458-4050, akarapetyan@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5:30 p.m.

Follow us on Twitter:

We encourage you to follow us on Twitter [@LACoPublicWorks](https://twitter.com/LACoPublicWorks) for more information on Public Works and instant updates on contracting opportunities and solicitations.

Very truly yours,

MARK PESTRELLA
Director of Public Works

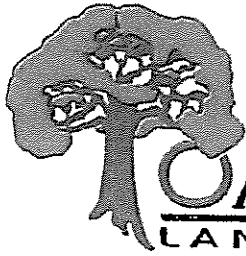


JOSE M. QUEVEDO
Assistant Deputy Director
Business Relations and Contracts Division

DM

P:\aepubl\Service Contracts\CONTRACT\Danny\LANDSCAPE-SPCL DIST\North County\2018\Re-Solicitation\03 1 ADDENDA\Addendum 1.docx

bc: Road Maintenance (MacGregor, Alfonso, Saraiya)



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

4 . Support Documents for Corporation



State of California
Secretary of State

S

Statement of Information

(Domestic Stock and Agricultural Cooperative Corporations)

FEES (Filing and Disclosure): \$25.00.

If this is an amendment, see instructions.

IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

FN36547

FILED

In the office of the Secretary of State
of the State of California

JUN-19 2017

This Space for Filing Use Only

1. CORPORATE NAME

OAKRIDGE LANDSCAPE, INC.

2. CALIFORNIA CORPORATE NUMBER

C2246615

No Change Statement (Not applicable if agent address of record is a P.O. Box address. See instructions.)

3. If there have been any changes to the information contained in the last Statement of Information filed with the California Secretary of State, or no statement of information has been previously filed, this form must be completed in its entirety.

If there has been no change in any of the information contained in the last Statement of Information filed with the California Secretary of State, check the box and proceed to Item 17.

Complete Addresses for the Following (Do not abbreviate the name of the city. Items 4 and 5 cannot be P.O. Boxes.)

4. STREET ADDRESS OF PRINCIPAL EXECUTIVE OFFICE	CITY	STATE	ZIP CODE
5. STREET ADDRESS OF PRINCIPAL BUSINESS OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
6. MAILING ADDRESS OF CORPORATION IF DIFFERENT THAN ITEM 4	CITY	STATE	ZIP CODE

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

7. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
8. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
9. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE

Names and Complete Addresses of All Directors, Including Directors Who are Also Officers (The corporation must have at least one director. Attach additional pages, if necessary.)

10. NAME	ADDRESS	CITY	STATE	ZIP CODE
11. NAME	ADDRESS	CITY	STATE	ZIP CODE
12. NAME	ADDRESS	CITY	STATE	ZIP CODE

13. NUMBER OF VACANCIES ON THE BOARD OF DIRECTORS, IF ANY.

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 15 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 15 must be left blank.

14. NAME OF AGENT FOR SERVICE OF PROCESS

15. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL CITY STATE ZIP CODE

Type of Business

16. DESCRIBE THE TYPE OF BUSINESS OF THE CORPORATION

17. BY SUBMITTING THIS STATEMENT OF INFORMATION TO THE CALIFORNIA SECRETARY OF STATE, THE CORPORATION CERTIFIES THE INFORMATION CONTAINED HEREIN, INCLUDING ANY ATTACHMENTS, IS TRUE AND CORRECT.

06/19/2017 SUSAN L MEZA OFFICE MANAGER
DATE TYPE/PRINT NAME OF PERSON COMPLETING FORM TITLE SIGNATURE

State of California
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:

OAKRIDGE LANDSCAPE, INC.

FILE NUMBER: C2246615
FORMATION DATE: 05/28/2001
TYPE: DOMESTIC CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is authorized to
exercise all of its powers, rights and privileges in the State of
California.

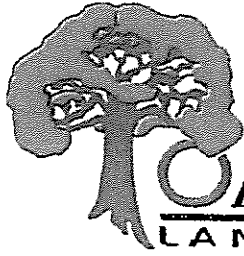
No information is available from this office regarding the financial
condition, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of June 27, 2016.

A handwritten signature in black ink, appearing to read "Alex Padilla".

ALEX PADILLA
Secretary of State



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

5 . Executive Summary



28064 Avenue Stanford, Unit K, Valencia, CA. 91355
Ph. 661*295*7228 Fx. 661*295*7230

BUSINESS PROPOSAL FOR COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

History, Qualification and Approach to Provide Required Services

Provide Required Services

We will examine the scope of work in the offering, and will perform to the specifications and beyond. Upon contract award and prior to commencement of work, Oakridge Landscape, Inc., will perform a thorough job walk consisting of the Oakridge supervisor, foreman, Oakridge business developer along with the Los Angeles County representative.

Introduction

Oakridge Landscape Inc. is a full service provider and has been in business for over 42 years, originally known as California Landscape. We are a medium sized sole ownership company which consists of four divisions, Landscape Maintenance/tree service, Installation, Erosion Control and Concrete/Masonry with a total of approximately 300 employees. Being a medium size company allows us to handle the largest projects with-out sacrificing the personal attention to detail. Our customers are varied and include homeowner associations, city and county municipalities, business parks and centers, commercial buildings and apartments.

Locations

Our corporate office is located in the City of Valencia, CA with an additional offices/yards located in the Cities of Chatsworth, Santa Clarita, Santa Maria and Camarillo California.

Corporate Address: Oakridge Landscape Inc.
Corporate office-28064 Avenue Stanford, Valencia Ca 91355
Ph. 661-295-7228 Fax 661-295-7230

Federal Tax ID: 95-4868324

Company Organization: Jeff Myers-Owner & President
Victor Valle-Vice President
Susie Mesa-Office Manager
(4) Division Managers
(28) Supervisors and Office Staff
(285) Field Employees

Principal Type of Business: Landscape Installation and Maintenance

Years in Business: 42 Years (previously as California Landscape)



28064 Avenue Stanford, Unit K, Valencia, CA, 91355
 Ph. 661*295*7228 Fx. 661*295*7230

Company Excels: Providing high quality and value in landscape maintenance, installation, erosion, & arbor services

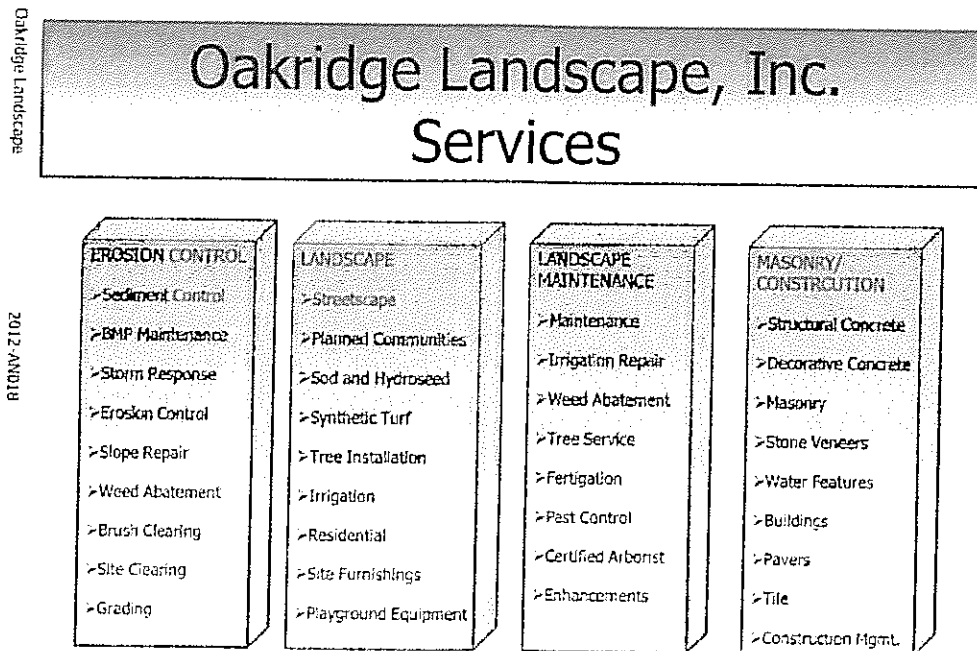
Annual Contract Value: (4.2mil) Combined annually
Percentage of Staff

Turnover (15-17%) Field staff

Years Providing Services: (42) Landscape & Installation (7) Erosion and Masonry

Transactional Events: No bankruptcies, contract defaults, mergers, acquisitions

Services Chart



Staff

Oakridge Landscape Inc., management and our division staff work seamlessly together to coordinate and execute all of our customers project's needs. From managers to foreman our personal are empowered to take care of the customer needs without having to go multiple layers of management.



Licenses

<u>License</u>	<u>Classifications</u>
# 798565	A B C27 C61/D49 Landscape contractor, General, Masonry
# 37195	Maintenance Gardner Pest Control
# WE-9381-A	Arborist
# QAC 117289	Qualified Applicator Certificate
# 135732	Qualified Applicator License
# 81438	Irrigation – CLIA, CLTI, CLT-C, ISA, CLIA

Insurance

Oakridge Landscape Inc., is fully capable of meeting the County's particular insurance requirements and included samples are attached

Proposed Work Plan & Quality Control

Work Plan-Landscape Maintenance

We will examine the scope of work in the offering, and will intend to perform to the specifications and beyond. Upon contract award and prior to commencement of work, Oakridge Landscape, Inc., will perform a thorough job walk consisting of the Oakridge supervisor, foreman, Oakridge business developer along with the Los Angeles County representative.

Utilizing maps, a work plan will be created consisting of dividing the project into sections in which the supervisor and foreman feel can be serviced in the best quality type manner within the given time frame. Each section will be rotated throughout the project to ensure each area is serviced thoroughly. Upon completion of each section and prior to starting the next, foreman will complete a checklist noting items that have been completed and any problem areas. This process will help us to deliver the service that needs to create a clean, safe and green environment.

Based on spending the time evaluating each location we feel that we can offer a unique program to help bring your property to another level. Oakridge Landscape, Inc. has an extensive labor force and is equipped to handle the most demanding schedules.

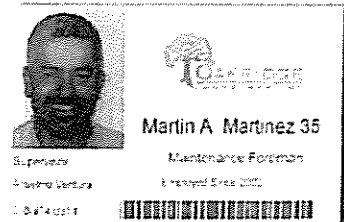


Quality Assurance Program

Oakridge Landscape quality assurance is based upon developing strong relationships with our customers, thoroughly understanding and responding to their needs. All of our supervisors and foreman use cell phones for quick response. We are fully trained and have dedicated computers to manage central irrigation control systems from our office. Our Area supervisors work closely with customers or city agency managers to provide status reports on the condition of the landscape. We use our landscape and irrigation inspection form completed weekly or monthly as requested to keep you informed. If a situation arises in which the condition of the site becomes deficient or unacceptable, the division manager will respond to the customer with an immediate corrective plan of action. As part of our service the area supervisors will perform regular job walks with the customer/agency representative per a pre-planned schedule to monitor the landscape condition or to evaluate additional work items.

Employees

Oakridge Landscape, Inc. has numerous employees with 10+ years of service ensuring an experience work force for our customers. In addition to normal safety gear and vests crews all wear badges which have the employee name, classification, equipment certification, supervisor name and contact information which provides an additional comfort level with the public of authorized personal in and around the parks, restrooms and around the properties.



Customer Service:

Upon award of the contract, Oakridge Landscape, Inc. will arrange a meeting with our customer services utilizes a designated customer service representative (CSR), in which, work orders and other information are forwarded to the service representative via phone, e-mail or fax. The customer service representative duty is to provide constant communication and documentation between the customer and supervisors in the field. All service requests work orders that are received by the customer service representative (CSR) are logged and sent to the supervisor for appropriate action. The CSR will notify the customer of receipt of service request and when they can expect follow up communication. Once the supervisor has responded or resolved to the request, the supervisor will notify the CSR immediately. The CSR will notify the customer, all work orders and correspondence are documented to the job file.

Emergency Response

Customer Service:

For customer service requests occurring during business hours 8:00am-4:30 P.M. The number to call is 818-891-0468 Ext 1137.

After Hours Emergencies:

If unable to direct contact the area supervisor, call main office 818-891-0468, answering service



will route call to available supervisor and notify general manger.

Reports

Oakridge Landscape provides the following reports in addition or in lieu of reports supplied by the customer. The frequency of reports will vary from weekly to monthly and dependent on the customer requests.

- Landscape Inspection Form
- Irrigation Inspection Form
- Playground Inspection Form

ARBORIST

Our certified arborist will inspect all trees specify in the contract and provide the necessary recommendations for it. We will ensure maintenance is performed property and to specifications.

Our team of professional arborists are certified by the International Society of Arboriculture (ISA), the Department of Pesticide and Regulation (DPR), and Certified Tree Care Safety Professional by Tree Care Industry (TCI).

Our arborist have the specialized training and equipment needed to perform all work related to arboriculture and an extensive safety training program which protects our employees and our Client's interest.

We offer tree pruning, removal and stump grinding, irrigation evaluation, preservation, plant health services, installation, tree risk assessment, emergency response 24/7. Tree support systems, soil and leaf analysis, fertilization based on soil analysis with synthetic or organic fertilizers, vegetation management, arborist consultations.

We are now using a modernizer way to protect your trees with a revolutionary trunk injection method. We inject formulations directly into the trees, all while limiting exposure to people and the environment.

Trunk injection of trees is a way to efficiently treat many different insect and disease problems, as well as nutrient deficiencies, in a manner that limits environmental exposure.

ENVIRONMENTAL WEED AND PEST CONTROL PROGRAM - Use of Chemicals

A. All applications of herbicides or pesticides will be performed under the direction of a California Licensed & Certified Pest Control Specialist. All safety precautions will be taken in the handling and application of chemicals as stated on manufacturer's labels.

B. Broadleaf turf weeds will be treated as needed in the spring and fall with applicable materials.



- C. Weeds in shrub, planter beds, groundcover areas, tree circles, and sidewalk cracks adjacent to landscaped areas will be controlled by a manual weeding program or by the use of selective herbicides, including pre-emergent herbicides.
- D. Planting areas will be monitored for insect and disease infestations. Moles, field mice, ground squirrels, gophers, and other rodent activity will be monitored. Notification of problems and recommendations for timely appropriate control measure will be made and proposal submitted.
- E. Material Safety Data Sheets (MSDS) for all chemicals used on site are available from Oakridge Landscape, Inc. to clients in accordance with EPA and OSHA regulations.
- F. Contractor will at all times be in compliance with requirements for hazardous communications programs. Pest control specialists are trained and supervised in the safe application, storage, and disposal of chemicals in accordance with EPA, OSHA and DPR regulations.

Our Preventive Safety Program

The Oakridge Landscape Preventative Safety Program encompasses the following six parts:

➤ **New Employee Hires**

Safety prevention starts first with the new prospective employee during the application process and prior to the first day of work. New hires are provided and sign for a copy of Oakridge Safety Rules (Code of Safe Practices).

Prior to working, new hires are instructed on equipment operation, equipment safety covers and personal protection gear through verbal and demonstration practices, written media and/or video. A check off sheet with the employee's acknowledgement of his/her understanding of equipment operation and safety procedures is placed into the employee's file.

➤ **Daily Inspections and Checklists**

Vehicle Inspection checklist

Upon start of the day and prior to leaving the yard, foreman will perform a visual/operational inspection of the vehicles (see attached examples)

Opening/Closing checklist

The opening and closing safety checklist is completed and turned into the supervisor at the end of each day. Upon checking off, completed inspection sheets are forwarded to the Oakridge safety officer at the end of each week.

Foreman Instructions

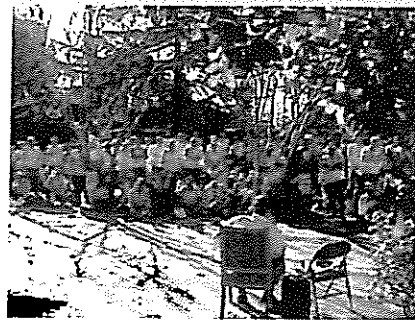
Each day foreman review selected safety topics with entire crew.

➤ **Safety Training-Weekly**

Each week two new safety topics are issued from the Oakridge safety officer to the supervisors to review and discuss with foreman and crews. At the end of each week, signed safety training sheets are turned into the safety officer.

➤ **Enforcement**

Oakridge Landscape, Inc. utilizes a ticket enforcement policy (see attached example) to ensure that safety practices are enforced in the field. Tickets are issued by the supervisor to foreman or crew members, for infractions of the stated company safety rules and procedures. The company has an escalating level of reprimands from suspension to termination for any employee receiving four tickets in a six month period. Infractions of certain serious safety rules i.e. consumption of alcohol on the job will result in immediate termination.



In addition, Oakridge

Landscape, Inc. employs the services of Industrial Safety Consultants Corporation (ISCC) who perform random inspections of all Oakridge job sites checking for safety violations. Once a month Alex Mujica from ISCC visits the Oakridge offices at which time he conducts discussions of various safety topics with the

entire field crews. A separate meeting is held afterward with all of the foreman. The conclusion of the ISCC visit entails a meeting with all the supervisors and managers to discuss safety violations and tickets issued by supervisors over the past month, which is tracked by the Oakridge safety officer. The ISCC representative adds recommendations for corrective action and additional tickets resulting from the random job site inspections.

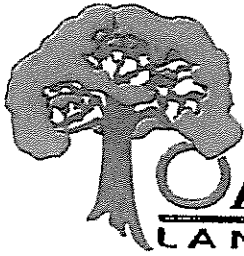
➤ **Review**

Once a month Oakridge Landscape, Inc. safety committee meets, which consists of managers and the company president. Previous recommendations from the ISCC representative are reviewed with the company president and discussed by the committee to review change, modify or add to the current safety policy and best practices. The monthly meetings ensure that Oakridge Landscape, Inc. and its policies continue to be at the fore front of worker safety and continuous accident prevention.



ENVIRONMENTAL WEED AND PEST CONTROL PROGRAM-Damage Prevention

- A. All applications of herbicides or pesticides will be performed under the direction of a California Licensed & Certified Pest Control Specialist. All safety precautions will be taken in the handling and application of chemicals as stated on manufacturer's labels.
- B. Broadleaf turf weeds will be treated as needed in the spring and fall with applicable materials.
- C. Weeds in shrub, planter beds, groundcover areas, tree circles, and sidewalk cracks adjacent to landscaped areas will be controlled by a manual weeding program or by the use of selective herbicides, including pre-emergent herbicides.
- D. Planting areas will be monitored for insect and disease infestations. Moles, field mice, ground squirrels, gophers, and other rodent activity will be monitored. Notification of problems and recommendations for timely appropriate control measure will be made and proposal submitted.
- E. Material Safety Data Sheets (MSDS) for all chemicals used on site are available from Oakridge Landscape, Inc. to clients in accordance with EPA and OSHA regulations.
- F. Contractor will at all times be in compliance with requirements for hazardous communications programs. Pest control specialists are trained and supervised in the safe application, storage, and disposal of chemicals in accordance with EPA, OSHA and DPR regulations.
- G. If and when damage occur, our field supervisor will investigate the reason for the damage, if the damage was the proposer fault our expert team will restore the damage, with a notification in writing to customer. If the damage was done by vandalism, a picture will be taken by our supervisor a proposal and the photo will be send to client for approve. after approve is receive the damage will be take care.

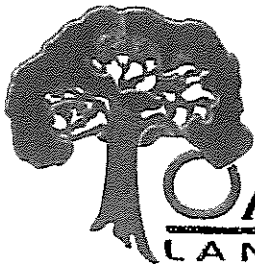


OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

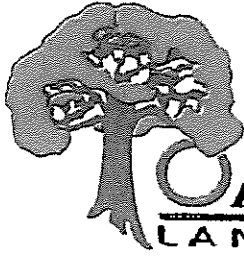
BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

6 . Financial Resources



OAKRIDGE
LANDSCAPE, INC.

The following pages have been redacted:
Section 6, Financial Resources
Pages 22-83, Financial reports



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

7. Licenses and Certificates



CALIFORNIA STATE CONTRATORS LICENSE

Landscape Contractor
Arbor Care
General Contractor



CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



License Number: **798565**

Entity Type: **CORP**

Licensee Name: **OAKRIDGE LANDSCAPE INC**

License Class: **A B C27 C61/D49**

Expiration Date: **08/31/2019**

Website: www.cslb.ca.gov





CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: January 26, 2018
EXPIRES: December 31, 2019

**Maintenance Gardener Pest Cont
LICENSE**

LICENSE NO: 37195

Invalid if insurance and/or qualified person(s) lapse before expiration date.

Mailing Address

OAKRIDGE LANDSCAPE INC
28064 AVE STANFORD #K
VALENCIA, CA 91355

Business Location

OAKRIDGE LANDSCAPE INC
28064 AVE STANFORD #K
VALENCIA, CA 91355



POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE - ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

1. Please make sure the information on your license is correct.
2. Notify us immediately of any changes to your business (e.g., name, address, insurance carrier or qualified person).
3. If you lose your license, then you may request a new one for a \$20 fee.
4. Please refer to the license number located in the middle of the page when contacting us.
5. For more information, please contact us at (916) 445-4038 or at <licenseemail@cdpr.ca.gov>. Or you may write to

**Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015**



Qualified Applicator License



DEPARTMENT OF PESTICIDE REGULATION
LICENSING/CERTIFICATION PROGRAM



QAL

QUALIFIED APPLICATOR LICENSE

LICENSE #: 135732

EXPIRES: 12/31/2019

Categories: B

Issued: 1/1/2018

ARMANDO TRINIDAD



This License must be shown to any representative of the Director or Commissioner upon request.



William McKinley
WE-4578A

Expiration

ISA Certified Arborist®

31 Dec 2020

International Society of **Arboriculture**



State of California

Department of Industrial Relations



[Labor Law](#)

[Cal/OSHA - Safety & Health](#)

[Workers' Comp](#)

[Self Insurance](#)

[Apprenticeship](#)

[Public Works](#) > [Public Works Contractors](#) > [Public Works Contractor Search](#)

Public Works Contractor (PWC) Registration Search

This is a listing of companies and the PWC registration pursuant to Division 2, Part 7, Chapter 1.13300 relating with section 1700 of the California Labor Code.

Enter an address and zip code to find a nearby contractor or to determine if a contractor is registered in the area.

Registration Year: Current Fiscal Year: 2017-18 ▼

PWC Registration Number:

Contractor Legal Name: Cambridge Landscape

License Number: T80505 [Contractor License Lookup](#)

County: LOS ANGELES ▼

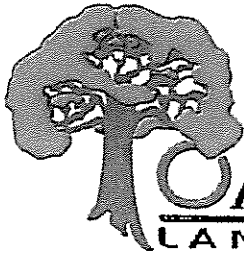
Search

Reset

Search Results

One registered contractor found: 1

Details	Legal Name	Registration Number	County	City	Registration Date	Expiration Date
View	CAMBRIDGE LANDSCAPE, INC.	1800078048	LOS ANGELES	LAURENCE	09-10-2017	09-30-2018



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

8 . Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Landscape Contractors (Lic#0755906) Insurance Services, Inc. 1835 N. Fine Avenue Fresno CA 93727		CONTACT NAME: Stacy Manning, CISR PHONE (A/C, No, Ext): (559) 650-3555 FAX (A/C, No): (559) 650-3538 E-MAIL ADDRESS: smanning@lcsinc.com	
INSURED Oakridge Landscape, Inc. 28064 Avenue Stanford #K Valencia CA 91355		INSURER(S) AFFORDING COVERAGE INSURER A: Atlantic Specialty Insurance NAIC # 27154 INSURER B: Navigators Specialty Ins Co 36056 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 17/18 Pkg & Auto

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL BUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$1,000 PD DED GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		618-00-06-41-0002 Blanket Contractual Liability	6/15/2017	6/15/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		618-00-06-41-0002	6/15/2017	6/15/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		517EXC9068841C	6/15/2017	6/15/2018	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				BPP Coverage Ded \$500 Limit \$25,000 618-00-08-41-0002 17-18 Policy
	Limited Professional Liability		618-00-06-41-0002	06-15-2017	06-15-2018	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: All landscape operations performed by or on behalf of the named insured.

*****Proof of Insurance*****

CERTIFICATE HOLDER**CANCELLATION**

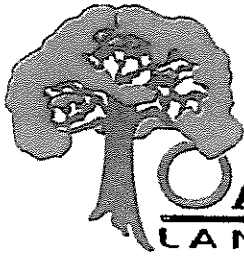
*****Proof of Insurance*****

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

S Manning, CISR/RBUST

© 1988-2014 ACORD CORPORATION. All rights reserved.



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

9 . Sample of Recordkeeping



Fiscal Year 2014 Fertilizer Application Record

Fertilizer Name	Formula	Date Applied	Amount Applied	Location
Cal Sulfate	Calcium + sulfate	1/3/2014	60 Bags	Quail Hill - Sand Canyon - Laguna Canyon
Fertilizer	15-15-15	1/23/2014	15 Bags	Quail Hill - Sand Canyon - Laguna Canyon
Calcium Nitrate	15.5-0-0	1/17/2014	19 Bags	Acton - Jeffrey - Sand Canyon
Calcium Nitrate	15.5-0-0	1/31/2014	26 Bags	Jeffrey - Barranca - 405
Calcium Nitrate	15.5-0-0	1/31/2014	6 Bags	Valley Oak Park (turf)
Gro-Power Rose Food	6-8-4	1/31/2014	3 Bags	Knollcrest Park - OSF - ACF
JTM w/ Sea Kelp	8-2-7	1/31/2014	8 Bags	Valley Oak Park (Jasmine)
JTM w/ Sea Kelp	8-2-7	2/19/2014	13 Bags	Bark Park - Contract
Cal Sul	Calcium + Sulfate	3/7/2014	60 Bags	Quail Hill Parkway
JTM Complete	3-14-14	3/14/2014	2 Bags	Knollcrest Park
JTM Complete	8-2-4	4/2/2014	23 bags	Knollcrest Park
JTM Complete	8-2-4	4/3/2014	10.8 bags	Valley Oak Park
JTM Complete	8-2-4	4/4/2014	0.25	Train Station
JTM Complete	8-2-4	4/7/2014	1.5	Valley Oak Drive.
JTM Complete	8-2-4	4/8/2014		ICD
JTM Complete	8-2-4	4/8/2014	1.8	Orangetree
JTM Complete	8-2-4	4/9/2014	26	Jeffrey - Barranca to 405
JTM Complete	8-2-4	4/10/2014	17.25	Alton-Jeffrey to Sand Canyon
JTM Complete	8-2-4	4/10/2014	15.66	Alton - Sand Canyon to ICD
JTM Complete	8-2-4	4/11/2014	12.5	Alton - Technology to Technology
JTM Complete	8-2-4	4/11/2014	20	Alton S. Sand Canyon to Laguna Canyon
JTM Complete	8-2-4	4/14/2014	11.25	Barranca Sand canyon to Laguna Canyon
JTM Complete	8-2-4	4/14/2014	19.5	Barranca ICD to Sand Canyon
JTM Complete	8-2-4	4/15/2014	10	Barranca train station to Technology E.
JTM Complete	8-2-4	4/16/2014	13.5	Bark Park
JTM Complete	8-2-4	4/18/2014	9.5	OSF

Date of Application	Chemical Name	Toxicity Category	Amount of Concentrate Applied
2/13/2014	Prosecutor-Pro	3	57 oz
2/13/2014	Pre-M AquaCap	3	45 oz
2/13/2014	No Foam A	3	10 oz
2/14/2014	Prosecutor-Pro	3	57 oz
2/14/2014	Pre-M AquaCap	3	45 oz
2/14/2014	No Foam A	3	10 oz
2/17/2014	Cool Power	3	80 oz
2/17/2014	No Foam A	3	16 oz
2/18/2014	Prosecutor-Pro	3	40 oz
2/18/2014	Pre-M AquaCap	3	27 oz
2/18/2014	No Foam A	3	10 oz
2/18/2014	Speed Zone	3	9 oz
2/19/2014	Turflon Ester	3	48 oz
2/19/2014	No Foam A	3	8 oz
2/20/2014	Prosecutor-Pro	3	20 oz
2/20/2014	No Foam A	3	2 oz
2/20/2014	Pre-M AquaCap	3	18 oz
2/20/2014	Speed Zone	3	5 oz
2/21/2014	Prosecutor-Pro	3	20 oz
2/21/2014	Pre-M AquaCap	3	18 oz
2/21/2014	Turflon Ester	3	12 oz
2/21/2014	No Foam A	3	4 oz
2/24/2014	Prosecutor-Pro	3	12 oz
2/24/2014	No Foam A	3	2 oz
2/24/2014	Pre-M AquaCap	3	12 oz
2/25/2014	Prosecutor-Pro	3	4 oz
2/25/2014	Pre-M AquaCap	3	7 oz
2/25/2014	No Foam A	3	4 oz
2/26/2014	Prosecutor-Pro	3	27 oz
2/26/2014	Pre-M AquaCap	3	18 oz
2/26/2014	No Foam A	3	3 oz
2/26/2014	Embark 2-S	3	2.4 oz
3/3/2014	Prosecutor-Pro	3	18 oz
3/3/2014	Pre-M AquaCap	3	27 oz
3/4/2014	Prosecutor-Pro	3	27 oz
3/4/2014	No Foam A	3	6 oz
3/4/2014	Pre-M AquaCap	3	27 oz
3/5/2014	Prosecutor-Pro	3	27 oz
3/5/2014	Pre-M AquaCap	3	27 oz
3/5/2014	No Foam A	3	4 oz
3/6/2014	Prosecutor-Pro	3	36 oz
3/6/2014	Pre-M AquaCap	3	28 oz
3/6/2014	No Foam A	3	4 oz
3/10/2014	Prosecutor-Pro	3	45 oz
3/10/2014	Pre-M AquaCap	3	45 oz
3/10/2014	No Foam A	3	5 oz

SAMPLE



2014 Chemical Application Record

Chemical Applicator: Pedro Gomez

Date of Application	Chemical Name	Toxicity Category	Amount of Concentrate Applied
---------------------	---------------	-------------------	-------------------------------



2014 Chemical Application Record

Chemical Applicator: Pedro Gomez

Date of Application	Chemical Name	Toxicity Category	Amount of Concentrate Applied
1/22/2014	Prosecutor Pro	3	42 oz. / 15 sq. ft.
1/22/2014	Pre-M AquaCap	3	46 oz. / 15 sq. ft.
1/22/2014	No Foam A	3	6 oz.
1/23/2014	Prosecutor Pro	3	27 oz. 9000 sq. ft.
1/23/2014	Pre-M AquaCap	3	27 oz / 9000 sq. Ft.
1/23/2014	No Foam A	3	6 oz.
1/27/2014	Prosecutor Pro	3	42.02 oz.
1/27/2014	Pre-M AquaCap	3	45 oz.
1/27/2014	No Foam A	3	10 oz.
1/28/2014	Turflon Ester	3	10 oz. / 1200 sq. Ft.
1/28/2014	Prosecutor Pro	3	16 oz. / 9000 sq. Ft.
1/28/2014	Pre-M AquaCap	3	9 oz.
1/29/2014	Prosecutor Pro	3	6 oz. / 3000 sq. Ft.
1/29/2014	Pre-M AquaCap	3	6 oz.
1/29/2014	No Foam A	3	4 oz.
1/29/2014	Speed Zone Southern	3	27 oz.
1/30/2014	Speed Zone Southern	3	24 oz. / 2400 sq. Ft.
1/30/2014	No Foam A	3	9 oz.
1/31/2014	Speed Zone Southern	3	30 oz. / 27000 sq. Ft.
1/31/2014	No Foam A	3	9 oz.
2/3/2014	Speed Zone	3	20 oz.
2/3/2014	No Foam A	3	6 oz.
2/3/2014	Prosecutor-Pro	3	6 oz.
2/3/2014	Prosecutor-Pro	3	6 oz.
2/4/2014	Speed Zone	3	24 oz.
2/4/2014	Prosecutor-Pro	3	10 oz.
2/4/2014	Pre-M AquaCap	3	9 oz.
2/4/2014	No Foam A	3	7 oz.
2/5/2014	Speed Zone	3	20 oz.
2/5/2014	Prosecutor-Pro	3	18 oz.
2/5/2014	Pre-M AquaCap	3	6 oz.
2/5/2014	No Foam A	3	8 oz.
2/6/2014	Turflon Ester	3	16 oz.
2/6/2014	Prosecutor-Pro	3	9 oz.
2/6/2014	No Foam A	3	10 oz.
2/6/2014	Pre-M AquaCap	3	9 oz.
2/7/2014	Prosecutor-Pro	3	50 oz.
2/7/2014	Pre-M AquaCap	3	45 oz.
2/7/2014	No Foam A	3	10 oz.
2/10/2014	Prosecutor-Pro	3	38 oz.
2/10/2014	Pre-M AquaCap	3	36 oz.
2/10/2014	No Foam A	3	7 oz.
2/11/2014	Turflon Ester	3	64 oz.
2/11/2014	No Foam A	3	48 oz.
2/12/2014	Speed Zone	3	36 oz.
2/12/2014	No Foam A	3	10 oz.

SAMPLE





OAKRIDGE
LANDSCAPE, INC.

Forman Task List

Job Number/Name: 2272 / Bridle Path HOA ID: 2

Item	Task	Complete		Completed Date	Not Complete (reason)
		Yes	No		
1	5/27/2013: Controller in the ground next to the arenas for watering for the bougainvillea has been turned off. Check for leaks and turn water back on.				
2	5/27/2013: Tubing has separated near the fence and needs to be repaired. Very apparent where leak is once you get down there.				
3	5/27/2013: First St driveway on the left there is another leak. This one appears to be constant, though slow.				Proposal sent 5/28/2013
4	5/27/2013: There is a gusher at the Sunnydale arena near the bottom of the slope across from the arena gate. Controller is on "Rain" mode, so it will need to be turned back on as soon				
5	5/27/2013: Leak down at Sunnydale. Down the road to the arena, note that there appears to be a water trail from the slope on the right across the path and to the drain.				
6	5/18/2013: Weeds are popping up. Area around the Gymkhana (Rodeo) arena (furthest from the gate in the main area).				
7	5/18/2013: Weeds are popping up. Mustard and a few thistles need to be cleared.				
8	5/18/2013: Weeds are popping up. There should be a clear track all around the arena, but especially from where the trail comes across the arroyo near Gate 2 (Dog Alley) and around				
9	5/18/2013: It would be good to clear some of the branches from the sap willows growing along that particular stretch too since it is used by many riders.				

SAMPLE



IRRIGATION SYSTEM INSPECTION FORM

Job #: _____ Job Name: _____ Irrigation Tech: _____ Job Supervisor: _____
Controller #: _____ Controller Location: _____ Date of Inspection: _____

STATION	IRRIGATION TYPE	# of Broken Heads	# of Clogged Heads	# of Missing Heads	# of Sunken Heads	# of High Vegetation	# of Heads not vertical	# of Mixed Heads	# of Mixed Nozzels	# of High Pressure	# of Low Pressure	# of Overspray	# of Variable Spacing	# of Broken Pipe or Other	NOTES
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															

SALES REPRESENTATIVE

OAKRIDGE LANDSCAPE INC
LANDSCAPE MAINTENANCE INSPECTION FORM



JOB NAME/NUMBER: _____

CLIENT CONTACT: _____

Inspection Date: _____

QUALITY CODE: (5) Excellent (4) Good (3) Acceptable (2) Deficient (1) Unacceptable

INSPECTION ITEMS	CODE	INSPECTION COMMENTS	REPAIR/CORRECTION COMMENTS	DATE COMPLETED
Turf				
Edging				
Shrub/ Natural pruned				
Shrub/ Tracked				
Ground covers				
Trees				
Annual Color				
Pots				
Walkways				
Irrigation Management				
Slopes				
Litter/Trash receptacles				
Rodent/Pest control				
Disease Control				
Weed Control				
Playground Equipment				
Erosion Control				
Wind/Brush Clearance				
Lighting Fixtures				
Vandalism				
Other:				

SAMPLE

AREA SUPERVISOR: _____ Inspection Report copies Submitted to: _____

DIVISION MANAGER:
 * Make all code (1) & (2) notes be acknowledged by division manager
 with comment to client with corrective action plan



8818 HASKELL AVE. NORTH HILLS, CA 91343
 PH 818.891.0468 FX 818.892.9273

Playground Inspection Form

Park/School: _____ Play Area: _____

Inspector Name: _____ Date: ____ Start/Finish Times ____/____

Repairer Name: _____ Date: ____ Start/Finish Times ____/____

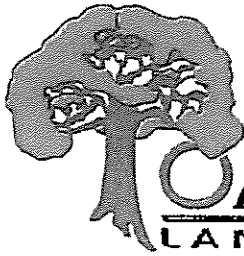
*Codes: 1 = okay 2 = needs maintenance 3 = request for repair
 0 = supervisor notified and work order written X = corrective action taken*

General Inspection Items	Code	Inspection Comments	Repair Comments
Vandalism – damage graffiti, glass, trash, etc.			
Loose or missing hardware			
Chains (kinked, twisted, worn, broken)			
“S” hooks (open, worn)			
Components secure (no loosening)			
Swing seats (cut, cracked, missing)			
Wood (rotten, cracked, missing)			
Remove foreign objects (ropes, chains, wood, etc.)			
Sweep walkways, platforms, steps			
Footers (concrete) exposed			
Standing water			
Objects in surfacing material			
Rake loose surfacing material			
Need Surfacing Material Under:			
Swings			
Climbers			
Slide			

Service Request Complete Report

JOB	Status	Date	Requester Name	Phone Call	Request Description	Resolution	Remarks
264 / Old Orchard Condominium Association	Completed	5/19/2012	Refname Eason	Phone call	Water retaining out of pipe behind water flooding area @ location 25512 Lyons Avenue Unit #116.	Abner sent to the location to investigate the water retaining out of pipe to building main line, will call to building main line, will	Hopt, Abner, Unit
264 / Old Orchard Condominium Association	Completed	12/27/2011	Terry Weber	email to Abner	Received a call from a homeowner that there is a broken sprinkler near the above & unit #107 shouting up, can you get him your pipe repair kit, thank you.	12/27 Hopt forwarded to Abner (Abner on vacation) Please to let today 12/27 text confirmation email the crews will catch up on the items on P1 to best as possible & I will send crew list on site to focus on	Abner, Hopt, Assistance
264 / Old Orchard Condominium Association	Completed	12/13/2011	Terry Weber	email	Hi, I am sorry about yesterday & tomorrow really a mess. I saw you have got crews here today & I am sure you will get it done. I assume ground was wet to some, but we do for major concrete sidewalk & a	12/13 Hopt forwarded to Abner (follow up phone call, Abner informed me crews required to request email sent to Abner-10/5 completed per conversation with Abner- completion sent to client	Abner, Hopt, Hopt
264 / Old Orchard Condominium Association	Completed	12/9/2011	Kristen Oberdorf	email to customer response team	Hi, I am sorry about yesterday & tomorrow really a mess. I saw you have got crews here today & I am sure you will get it done. I assume ground was wet to some, but we do for major concrete sidewalk & a	12/9 Hopt forwarded to Abner (follow up phone call, Abner informed me crews required to request email sent to Abner-10/5 completed per conversation with Abner- completion sent to client	Abner, Hopt
264 / Old Orchard Condominium Association	Completed	10/9/2011	Customer	email	There split in half, half is on road-25512 Lyons Avenue #112 - Area from balcony	10/9 Hopt sent email to Abner to follow up 10/28 Abner emailed Victor to open	Abner, Hopt, Hopt, Abner, Assistance
264 / Old Orchard Condominium Association	Completed	9/23/2011	Abner	email	area of breakdown is closed maybe on on Monday?		Hopt, Abner, Assistance

6



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

10 . Requested Forms List

VERIFICATION OF PROPOSAL

FORM PW-1

DATE: April 19, 2018

THE UNDERSIGNED HEREBY DECLARES AS FOLLOWS:

1. This Declaration is given in support of a Proposal for a Contract with The County of Los Angeles. The Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the Proposal may be rejected at the Director's sole judgment and his/her judgment shall be final.

2. Name of Service: Landscape Maintenance

DECLARANT INFORMATION

3. Name Of declarant: Jeff Myers

4. I Am duly vested with the authority to make and sign instruments for and on behalf of the Proposer(s). Oakridge Landscape, Inc.

5. My Title, Capacity, Or Relationship to the Proposer(s) is: President

PROPOSER INFORMATION

6. Proposer's full legal name: Oakridge Landscape, Inc. Telephone No.: 661-295-7228

Physical Address (NO P.O. BOX): 28064 Avenue Stanford, Unit K, Valencia, CA 91355 Mobile No.:

e-mail: Jeff@Oakridgelandscape.net Fax No.: 661-295-7230

County WebVen No.: 13339701 IRS No.: 95-4868324 Business License No.: 572231-86

7. Proposer's fictitious business name(s) or dba(s) (if any):

County(s) of Registration: State: Year(s) became DBA:

8. The Proposer's form of business entity is (CHECK ONLY ONE).

Sole proprietor

Name of Proprietor:

A corporation:

Corporation's principal place of business: 28064 Avenue Stanford Unit K, Valencia, CA 91355

State of incorporation: CA Year incorporated: 2001

Non-profit corporation certified under IRS 501(c) 3 and registered with the CA Attorney General's Registry of Charitable Trusts President/CEO: Secretary:

A general partnership: Names of partners:

A limited partnership: Name of general partner:

A joint venture of: Names of joint venturers:

A limited liability company: Name of managing member:

9. The only persons or firms interested in this proposal as principals are the following

Name(s) Jeff Myers	Title President	Phone 661-295-7230	Fax 661-295-7230
--------------------	-----------------	--------------------	------------------

Street 28064 Avenue Stanford, Unit K	City Valencia	State CA	Zip 91355
--------------------------------------	---------------	----------	-----------

Name(s)	Title	Phone	Fax
Street	City	State	Zip

10. Is your firm wholly or majority owned by or a subsidiary of another firm? No Yes

If yes, name of parent firm: _____

State of incorporation/registration of parent firm: _____

11. Has your firm done business under any other name(s) within the last five years? No Yes If yes, please list the other name(s):

Name(s): _____ Year of name change: _____
 Name(s): _____ Year of name change: _____

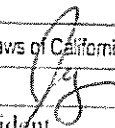
12. Is your firm involved in any pending acquisition or merger? No Yes

If yes, indicate the associated company's name: _____

3. Proposer acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and the Director's judgment shall be final.

4. I am making these representations and all representation contained in this proposal based on information that they are true and correct to the best of my information and belief.

I declare under penalty of perjury under the laws of California that the above information is true and correct.

Signature of Proposer or Authorized Agent: 

Date: 4/19/18

Type name and title: Jeff Myers, President

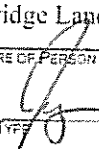
**SCHEDULE OF PRICES
FOR
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY (2018-PA023)**

PLEASE NOTE: The PW-2 forms to fill out and submit with your proposal must be accessed electronically. Forms may be accessed at: <http://dpw.lacounty.gov/brcd/servicecontracts/>. Please complete, print, and include your forms with your proposal submission.

IMPORTANT: Every service location group will be evaluated and awarded independently. Your proposal must specify the service location group(s) for which your firm is submitting a bid for.

- The undersigned Proposer offers to perform the work described in the Request for Proposals (RFP) for the following price(s). The Proposer rate(s) (hourly, monthly, etc.) shall include all administrative costs, labor, supervision, overtime, materials, transportation, taxes, equipment, and supplies unless stated otherwise in the RFP. It is understood and agreed that where quantities, if any, are set forth in the Schedule of Prices, they are only estimates, and the unit prices quoted, if any, will apply to the actual quantities, whatever they may be.
- The County intends to award three separate service Contracts to three separate service location groups; however, proposers are not required to submit bids for all service location groups solicited through this RFP. Proposer may submit a bid for one, two, or all three service locations groups being solicited. Each service location group contains its own landscape and grounds maintenance zone(s) with a Schedule of Prices (PW-2 Forms) particular to those zone(s). Proposer must indicate which location(s) they are submitting bid prices for on this Form and submit completed bid prices for all services for the specific service location group as identified by the corresponding Schedule of Prices forms.
- In accordance with these specifications, the undersigned Proposer is herewith submitting the Proposal for the performance of the work described in the landscape and grounds service location group(s) as follows:

PROPOSER BID(S)	SERVICE AREA LOCATION	SCHEDULE OF PRICES
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>GROUP A:</u> <i>Sunset Pointe, Emerald Crest, Enclave & West Creek Zones</i>	PW-2.1A to PW-2.4A
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>GROUP B:</u> <i>Westridge and Westridge Area Wide Zones</i>	PW-2.1B to PW-2.4B
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>GROUP C:</u> <i>Hillcrest Area Zone</i>	PW-2.1C to PW-2.4C

LEGAL NAME OF PROPOSER Oakridge Landscape, Inc.		TITLE OF AUTHORIZED PERSON President	
SIGNATURE OF PERSON AUTHORIZED TO SUBMIT PROPOSAL 		DATE 4/19/18	
LICENSE TYPE A. B. C27 D49		BUSINESS PHONE 661-295-7230	MOBILE PHONE
STATE CONTRACTOR'S LICENSE NUMBER 798565		PROPOSER'S ADDRESS 28064 Avenue Stanford, Unit #K Valencia, CA 91355	
E-MAIL jeff@oakridgelandscape.net			

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM APPLICATION FOR EXCEPTION AND CERTIFICATION FORM

This contract is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program) (Los Angeles County Code, Chapter 2.203). All contractors and subcontractors must complete this form to either (1) request an exception from the Program requirements or (2) certify compliance. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the bidder or proposer is excepted from the Program.

Company Name: Oakridge Landscape, Inc.			
Company Address: 28064 Avenue Stanford, Unit #K			
City: Valencia	State: CA	Zip Code: 91355	
Telephone Number: 661-295-7228			
(Type of Goods or Services): Landscape Maintenance and Tree Services			

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (you must attach documentation to support your claim). If the Jury Service Program applies to your business, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, sign and date this form.

Part I: Jury Service Program Is Not Applicable to My Business

- My business does not meet the definition of "contractor," as defined in the Program as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract/purchase order itself will exceed \$50,000). I understand that the exception will be lost, and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.

- My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exemption will be lost, and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.


"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

- My business is subject to a Collective Bargaining Agreement that expressly provides that it supersedes all provisions of the Program. **ATTACH THE AGREEMENT.**

Part II: Certification of Compliance

- My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Jeff Myers	Title: President
Signature: 	Date: 4/19/18

CONTRACTOR'S INDUSTRIAL SAFETY RECORD

PROPOSED CONTRACT FOR: Landscaping and grounds maintenance services
 SERVICE BY PROPOSER: Oakridge Landscape, Inc.
 PROPOSAL DATE: April 24, 2018

This information must include all work undertaken in the State of California by the proposer and any partnership, joint venture, or corporation that any principal of the proposer participated in as a principal or owner for the last five calendar years and the current calendar year prior to the date of proposal submittal. Separate information shall be submitted for each particular partnership, joint venture, corporate, or individual proposer. The proposer may attach any additional information or explanation of date which the proposer would like taken into consideration in evaluating the safety record. An explanation must be attached to the circumstances surrounding any and all fatalities.

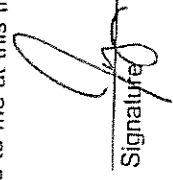
5 CALENDAR YEARS PRIOR TO CURRENT YEAR

	2013	2014	2015	2016	2017	Current Year to Date	TOTAL
1. Number of contracts.	359	307	363	414	449	337	
2. Total dollar amount of Contracts (in thousands of dollars).	20,068	21,882	21,109	23,427	29,809	8,786	
3. Number of fatalities.	0	0	0	0	0	0	0
4. Number of lost workday cases.	2	1	0	1	1	1	6
5. Number of lost workday cases involving permanent transfer to another job or termination of employment.	0	0	0	0	0	0	0
6. Number of lost workdays.	111	9	0	90	14	7	231

The above information was compiled from the records that are available to me at this time, and I declare under penalty of perjury that the information is true and accurate within the limitations of those records.

Oakridge Landscape, Inc. - Jeff Myers, President

Name of Proposer or Authorized Agent (print)



Signature

4/19/18

Date

CONFLICT OF INTEREST CERTIFICATION

FORM PW-5

I, _____

- sole owner
- general partner
- managing member
- President, Secretary, or other proper title) President

of Oakridge Landscape, Inc.
Name of proposer

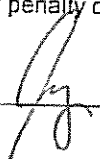
make this certification in support of a proposal for a contract with the County of Los Angeles for services within the scope of Los Angeles County Code, Section 2.180.010, which provides as follows:

Contracts Prohibited. A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract.

1. Employees of the County or of public agencies for which the board of supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - (a) Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - (b) Participated in any way in developing the contract of its service specifications; and
4. Profit-making firms or businesses in which the former employees described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.

I hereby certify I am informed and believe that personnel who developed and/or participated in the preparation of this contract do not fall within scope of the Los Angeles County Code, Section 2.180.010, as cited above. Furthermore, that no County employee whose position in the County enables him/her to influence the award of this contract, or any competing contract, and no spouse or economic dependent of such employee is or shall be employed in any capacity by the Contractor herein, or has or shall have any direct or indirect financial interest in this contract. I understand and agree that any falsification in this Certificate will be grounds for rejection of this Proposal and cancellation of any contract awarded pursuant to this Proposal.

I certify under penalty of perjury under the laws of California that the foregoing is true and correct.

Signed _____


Date 4/19/18

PROPOSER'S REFERENCE LIST

PROPOSER NAME: Oakridge Landscape, Inc.

PROPOSED CONTRACT FOR: Landscape Maintenance

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

A. COUNTY OF LOS ANGELES AGENCIES

All contracts with the County during the previous three years must be listed.

SERVICE: Landscape Maintenance	SERVICE DATES: 05/01/2009
DEPT/ DISTRICT: Westridge/dept. of Public Works	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

SERVICE: Landscaping Maintenance	SERVICE DATES: 07/01/2009
DEPT/DISTRICT: L.A. County Fire Dept. Control	
CONTACT: Mike Niewzal	
TELEPHONE: 323-881-6111	
FAX: 232-881-3025	
E-MAIL: mniewzal@lacofd.org	

SERVICE: Landscape Maintenance	SERVICE DATES: 07/01/2013
DEPT/ DISTRICT: County of L.A. Public Works Zone 78	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

SERVICE: Landscape Maintenance	SERVICE DATES: 07/01/2013
DEPT/DISTRICT: County of L.A. Public Works Zone 79	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE: Landscape Maintenance	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT:	
TELEPHONE:	
FAX:	
E-MAIL:	

PROPOSER'S REFERENCE LIST

PROPOSER NAME: Oakridge Landscape, Inc.

PROPOSED CONTRACT FOR: Landscape Maintenance

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

A. COUNTY OF LOS ANGELES AGENCIES

All contracts with the County during the previous three years must be listed.

SERVICE: Landscape Maintenance	SERVICE DATES: 06/01/2011
DEPT/ DISTRICT: County of L.A. Public Works Zone 69	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

SERVICE: Landscape Maintenance	SERVICE DATES: 06/01/11
DEPT/DISTRICT: County of L.A. Public Works Zone 68	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

SERVICE: Landscape Maintenance	SERVICE DATES: 04/01/2011
DEPT/ DISTRICT: County of L.A. Public Works Zone 1A	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

SERVICE: Landscape Maintenance	SERVICE DATES: 04/01/2011
DEPT/DISTRICT: County of L.A. Public Works Zone 1B	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Landscape Maintenance	SERVICE DATES: 08/01/2012
AGENCY/ FIRM: City of Santa Clarita LMD 11-12-38	
ADDRESS: Various Locations in Santa Clarita	
CONTACT: Lisa Madero	
TELEPHONE: 661-265-7847	
FAX: 661-265-7127	
E-MAIL: Lmadero@landscapeconsultant.com	

SERVICE: Landscape Maintenance	SERVICE DATES: 07/01/2014
AGENCY/ FIRM: City of Santa Clarita T1	
ADDRESS: Faircliff Rd.	
CONTACT: Linda Kunishige	
TELEPHONE: 661-255-4316	
FAX: 661-286-4009	
E-MAIL: lkunishige@santa-clarita.com	

SERVICE: Landscape Maintenance	SERVICE DATES: 06/01/2012
AGENCY/ FIRM: City of Santa Clarita Zone 18	
ADDRESS: McBean Pkwy & Magic Mtn. Pkwy.	
CONTACT: Jorge Aguilar	
TELEPHONE: 661-255-6298	
FAX: 661-255-2692	
E-MAIL: aguilarland75@gmail.com	

SERVICE: Landscape Maintenance	SERVICE DATES: 06/01/2008
AGENCY/ FIRM: City of La Canada Flintridge Public Srv.	
ADDRESS: La Canada Flintridge	
CONTACT: Travis Lange	
TELEPHONE: 818-790- 8897	
FAX: 818-790-7536	
E-MAIL: tlange@lcf.ca.gov	

PROPOSER'S REFERENCE LIST Page 3

PROPOSER NAME: Oakridge Landscape, Inc.

PROPOSED CONTRACT FOR: Landscape Maintenance

Provide a comprehensive reference list of all contracts for goods and/or services provided by the Proposer during the previous three years. Please verify all contact names, telephone and fax numbers, and e-mail addresses before listing. Incorrect names, telephone and/or fax numbers, or e-mail addresses will be disregarded. Use additional pages if required.

A. COUNTY OF LOS ANGELES AGENCIES

All contracts with the County during the previous three years must be listed.

SERVICE: Landscape Maintenance	SERVICE DATES: 07/01/2014
DEPT/ DISTRICT: County of L.A. Public Works Zone 80	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

SERVICE: Landscape Maintenance	SERVICE DATES: 07/01/2014
DEPT/DISTRICT: County of L.A. Public Works Entrada zone 80	
CONTACT: Dana Zindroski	
TELEPHONE: 661-294-3520	
FAX: 661-294-7907	
E-MAIL: dzindros@dpw.lacounty.gov	

SERVICE: Landscape Maintenance	SERVICE DATES: 12/01/2013
DEPT/ DISTRICT: County of L.A. Public Works Whittier	
CONTACT: Armandoi Ramirez	
TELEPHONE: 626-821-4653	
FAX: 626-447-8573	
E-MAIL: aramirez@parks.lacounty.gov	

SERVICE: Landscape Maintenance	SERVICE DATES: 12/01/2013
DEPT/DISTRICT: County of L.A. Public works Rowland Heights	
CONTACT: Carlos Maciel	
TELEPHONE: 310-341-8793	
FAX: 562-690-8582	
E-MAIL: cmaciel@parks.lacounty.gov	

B. OTHER GOVERNMENTAL AGENCIES AND PRIVATE COMPANIES

SERVICE: Landscape Maintenance	SERVICE DATES: 08/01/2016
AGENCY/ FIRM: Foothill Municipal Water District	
ADDRESS: 4536 Ganotib Rd, - Various Location	
CONTACT: Ken Herman	
TELEPHONE: 818-790-4036, Ext 113	
FAX:	
E-MAIL: kherman@fmwd.com	

SERVICE: Landscape Maintenance	SERVICE DATES: 01/01/2008
AGENCY/ FIRM: The Summit DRL Mgmt,	
ADDRESS: Pacific Palisades	
CONTACT: Rebecca Wade	
TELEPHONE: 310-573-1951	
FAX: 818-576-9141	
E-MAIL:	

SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT: NIA	
TELEPHONE:	
FAX:	
E-MAIL:	


SERVICE:	SERVICE DATES:
AGENCY/ FIRM:	
ADDRESS:	
CONTACT: NIA	
TELEPHONE:	
FAX:	
E-MAIL:	

PROPOSER'S EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

Proposer's Name	Oakridge Landscape, Inc.
Address	28604 Avenue Stanford, Unit #K, Valencia, CA 91355
Internal Revenue Service Employer Identification Number	95-486-8324

In accordance with Los Angeles County Code, Section 4.32.010, the Proposer certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all antidiscrimination laws of the United States of America and the State of California.

1.	The proposer has a written policy statement prohibiting any discrimination in all phases of employment.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	The proposer periodically conducts a self-analysis or utilization analysis of its work force.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	The proposer has a system for determining if its employment practices are discriminatory against protected groups.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
4.	Where problem areas are identified in employment practices, the proposer has a system for taking reasonable corrective action to include establishment of goals and timetables.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Proposer	Oakridge Landscape, Inc.	
Authorized representative	Jeff Myers	
Signature		Date 4/19/18

LIST OF SUBCONTRACTORS

Proposer is required to complete the following: Any Subcontractors listed must be properly licensed under the laws of the State of California for the type of service that they are to perform, AND THEIR LICENSE NUMBERS MUST BE LISTED HEREIN. Failure to do so may result in delay of the award of contract. Do not list alternate Subcontractors for the same service. If no Subcontractors will be used, please check box below.

Subcontractors will not be utilized; proposer will perform all required work in providing the contracted services.

Name Under Which Subcontractor Is Licensed	License Number	Address	Specific Description of Subcontract Service
None			

FORM PW-8
(Continued)

Certification as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises: If any of your Subcontractor(s) are currently certified as Minority, Women, Disadvantaged, and Disabled Veteran Business Enterprises by a public agency, complete the following and attach a copy of the proof of certification. All Subcontractors listed in the bid/proposal shall be listed below. (make additional copies of this form, if necessary)

	Subcontractor Name	Local SBE	SBE	Minority	Women-Owned	Disadvantaged Business	Disabled Veteran
1	N/A						
2							
3							
4							
5							
6							
7							
8							
9							
10							

Declaration: I declare under penalty of perjury under the laws of the State of California that the above information is true and accurate.

Print Name:

Jeff Myers

Authorized Signature



Title

President

Date

4/19/18

N/A

County of Los Angeles
Request for County's Preference Program Consideration and
CBE Firm/Organization Information Form

I. **INSTRUCTIONS:** Businesses requesting preference consideration must complete and return this form for proper consideration of the proposal. Businesses may request consideration for one or more preference programs. Check all certifications that apply.*

I MEET ALL OF THE REQUIREMENTS AND REQUEST THIS PROPOSAL BE CONSIDERED FOR THE PREFERENCE PROGRAM(S) SELECTED BELOW. A COPY OF THE CERTIFICATION LETTER ISSUED BY THE DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS (DCBA) IS ATTACHED.

Request for Local Small Business Enterprise (LSBE) Program Preference

- Certified by the State of California as a small business and has had its principal place of business located in Los Angeles County for at least one (1) year; or
- Certified as a LSBE with other certifying agencies under DCBA's inclusion policy that has its principal place of business located in Los Angeles County and has revenues and employee sizes that meet the State's Department of General Services requirements; and
- Certified as a LSBE by the DCBA.

Request for Social Enterprise (SE) Program Preference

- A business that has been in operation for at least one year providing transitional or permanent employment to a Transitional Workforce or providing social, environmental and/or human justice services; and
- Certified as a SE business by the DCBA.

Request for Disabled Veterans Business Enterprise (DVBE) Program Preference

- Certified by the State of California, or
- Certified by U.S. Department of Veterans Affairs as a DVBE; or
- Certified as a DVBE with other certifying agencies under DCBA's inclusion policy that meets the criteria set forth by: the State of California as a DVBE or is verified as a service-disabled veteran-owned small business by the Veterans Administration; and
- Certified as a DVBE by the DCBA.

*BUSINESS UNDERSTANDS THAT ONLY ONE OF THE ABOVE PREFERENCES WILL APPLY. IN NO INSTANCE SHALL ANY OF THE ABOVE LISTED PREFERENCE PROGRAMS PRICE OR SCORING PREFERENCE BE COMBINED WITH ANY OTHER COUNTY PROGRAM TO EXCEED FIFTEEN PERCENT (15%) IN RESPONSE TO ANY COUNTY SOLICITATION.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

DCBA certification is attached.

Name of Firm	Oakridge Landscape, Inc.	County Webven No.	1333970
Print Name:	Jeff Myers	Title:	President
Signature:		Date:	4/19/18
Reviewer's Signature	Approved	Disapproved	Date

FORM PW-9
(continued)

All proposers responding to the RFP must complete and return this form for proper consideration of their proposal.

Firm Name: Oakridge Landscape, Inc.

My County (WebVen) Vendor Number: 1333970

II. **FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation, or disability.

Business Structure:						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Franchise		
<input type="checkbox"/> Other (Please Specify):						
Total Number of Employees (including owners):						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American						
Hispanic/Latino	1		11		184	2
Asian or Pacific Islander					1	1
American Indian						
Filipino						
White	1		5	1	5	14

III. **PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.


	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	10 %	%	%	%	90 %
Women	%	%	%	%	%	%

IV. **CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Disadvantaged	Disabled Veteran	Expiration Date
N/A					
N/A					

V. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected. The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Authorized Signature: 	Title: President	Date: 4/19/18
---	---------------------	------------------

GAIN and GROW EMPLOYMENT COMMITMENT

As a threshold requirement for consideration for contract award, Proposer shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: GAINGROW@dpss.lacounty.gov and BSERVICES@wdacs.lacounty.gov.

Proposers unable to meet this requirement shall not be considered for contract award.

Proposer shall complete all the following information, sign where indicated below, and return this form with their proposal.

A. Proposer has a proven record of hiring GAIN/GROW participants.

YES (subject to verification by County)

NO

B. Proposer is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that Proposer is willing to interview qualified GAIN/GROW participants.

YES


NO

C. Proposer is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

YES

NO

N/A (Program not available)

Signature 	Title President
Firm Name Oakridge Landscape, Inc.	Date 4/19/18

N/A

TRANSMITTAL FORM TO REQUEST AN RFP SOLICITATION REQUIREMENTS REVIEW

A Solicitation Requirements Review must be received by the County within ten business days of issuance of the solicitation document

Proposer Name:	Date of Request:
Project Title:	Project No.

A **Solicitation Requirements Review** is being requested because the Proposer asserts that they are being unfairly disadvantaged for the following reason(s): *(check all that apply)*

- Application of **Minimum Requirements**
- Application of **Evaluation Criteria**
- Application of **Business Requirements**
- Due to **unclear instructions**, the process may result in the County not receiving the best possible responses

I understand that this request must be received by the County within **ten business days** of issuance of the solicitation document.

For each area contested, Proposer must explain in detail the factual reasons for the requested review. *(Attach additional pages and supporting documentation as necessary.)*

Request submitted by:

(Name) (Title)

For County use only

Date Transmittal Received by County: _____	Date Solicitation Released: _____
Reviewed by: _____	
Results of Review - Comments: _____	

Date Response sent to Proposer: _____	

CHARITABLE CONTRIBUTIONS CERTIFICATION

Oakridge Landsape, Inc.

Company Name

28064 Avenue Stanford, Unit K, Valencia, CA 91355

Address

98-4868324

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" Number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act, which regulates those receiving and raising charitable contributions.

CERTIFICATION

Proposer or Contractor has examined its activities and determined that it does not currently receive or raise charitable contributions regulated under California's Supervision or Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will comply with them in a timely manner and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.

YES


NO

-OR-

Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.

YES

NO

Signature 	Date 4/19/18
Name and Title (please type or print) Jeff Myers, President	

PROPOSER'S LIST OF TERMINATED CONTRACTS

PROPOSER'S NAME: Oakridge Landscape, In.

Proposer has not had any contracts terminated in the past three years.

Proposer must list all contracts that have been terminated within the past three years. Terminated contracts are those contracts terminated by an agency or firm before the contract's expiration date. If a contract(s) was terminated, please attach an explanation on a separate sheet, whether the termination was at the fault of the Proposer or not. Any and all terminated contracts should be accompanied with an explanation. It should be noted that contracts that naturally expired need not be listed. The County is only seeking information on contracts that were terminated prior to expiration.

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM N/A	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SERVICE:	TERMINATING DATE:
NAME OF TERMINATING FIRM	
ADDRESS OF FIRM	
CONTACT PERSON:	
TELEPHONE:	
FAX:	
E-MAIL:	

SIGNATURE 

DATE: 4/19/18

This form is provided for informational purposes only. It is not intended to be used as a contract. The County is not responsible for the accuracy of the information provided.

PROPOSER'S PENDING LITIGATIONS AND JUDGMENTS

Proposer's Name: Oakridge Landscape, Inc.

Proposer and/or principals are **not** currently involved in any pending litigation; are not aware of any threatened litigation where they would be a party; and have not had any judgments entered against them within the last five years as of the date of proposal submission.


Proposer and/or principals of the Proposer must list below (use additional pages if necessary) all pending litigation, threatened litigation, and/or any judgments entered against them within the last five years as of the date of proposal submission.

A. Pending Litigation Threatened Litigation Judgment (check one)

1. Against Proposer; Principal; Both (check as appropriate)
2. Name of Litigation/Judgment: _____
3. Case Number: _____
4. Court of Jurisdiction: _____
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

B. Pending Litigation Threatened Litigation Judgment (check one)

1. Against Proposer; Principal; Both (check as appropriate)
2. Name of Litigation/Judgment: _____
3. Case Number: _____
4. Court of Jurisdiction: _____
5. Please provide a statement describing the size and scope of the pending/threatened litigation or judgment (use additional page if necessary):

Signature of Proposer:  Date: 4/19/18

PROPOSER'S INSURANCE COMPLIANCE AFFIRMATION
LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY (2018-PA023)

Oakridge Landscape, In.

Proposer's Name

28064 Avenue Stanford, Unit K, Valencia, CA 91355

Address

- If awarded the contract: Proposer will comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer will procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage.
- Proposer will not comply with the insurance coverage provisions set forth in Exhibit B, Section 5, Indemnification and Insurance Requirements, of this Request for Proposals, and Proposer will not procure, maintain, and provide the County with proof of insurance coverage in the coverage amounts and types specified in Exhibit B, Section 5, throughout the entire term of the proposed contract, without interruption or break in coverage. If you check this box, your proposal will be determined to be nonresponsive and your proposal will be disqualified.

Signature of Proposer:



Date:

4/19/18

CERTIFICATION OF COMPLIANCE WITH THE COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

The Proposer certifies that:

- It is familiar with the terms of the County of Los Angeles Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206.


To the best of its knowledge, after a reasonable inquiry, the Proposer/Bidder/Contractor is not in default, as that term is defined in Los Angeles County Code, Section 2.206.020.E, on any Los Angeles County property tax obligation.

The Proposer/Bidder/Contractor agrees to comply with the County's Defaulted Property Tax Reduction Program during the term of any awarded contract.

-OR-

- I am exempt from the County of Los Angeles Defaulted Property Tax Reduction Program, pursuant to Los Angeles County Code, Section 2.206.060, for the following reason:

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: Jeff Myers	Title: President
Signature: 	Date: 4/19/18

ZERO TOLERANCE HUMAN TRAFFICKING POLICY CERTIFICATION

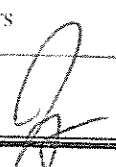
Company Name: Oakridge Landscape, Inc.		
Company Address: 28064 Avenue Stanford		
City: Valencia	State: CA	Zip Code: 91355
Telephone Number: 667295-7228	Email Address: jeff@oakridgelandscapenet	
Solicitation/Contract for <u>Landscape maintenance and tree services</u> Services		

PROPOSER CERTIFICATION

Los Angeles County has taken significant steps to protect victims of human trafficking by establishing a zero tolerance human trafficking policy that prohibits contractors found to have engaged in human trafficking from receiving contract awards or performing services under a County contract.

Proposer acknowledges and certifies compliance with Exhibit B, Section 1.00, Compliance with County's Zero Tolerance Human Trafficking Policy, of the proposed Contract and agrees that proposer or a member of his staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's Zero Tolerance Human Trafficking Policy may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name: Jeff Myers	Title President
Signature: 	Date: 4/19/18

**MINIMUM REQUIREMENTS AFFIRMATION
LANDSCAPE MAINTENANCE SERVICES NORTH COUNTY (2018-PA023)**

PROPOSER MUST CHECK A BOX IN EVERY SECTION

Important Note: The information on this form is subject to verification and may not be used for scoring purposes. In addition to responding on this form, please provide a detailed narrative in your proposal to validate this minimum mandatory requirement for scoring of your proposal in this category

Completing this form by itself without including detailed narrative(s) in your proposal to support the minimum mandatory requirement(s) of this RFP, any inconsistencies or inaccuracy in the information provided on this form, and/or your Proposal, may subject your Proposal to disqualification or other actions, at the sole discretion of the County.

At the time of proposal submission, Proposer must meet the following minimum requirements:

- Proposer must have a minimum of 3 years of experience providing landscape and grounds maintenance services. **Subcontracting is not allowed to meet this requirement.**

Yes. Proposer does meet the experience requirement stated above.
Please complete the chart below.

Proposer's Name	Dates of Experience (Mo./Yrs. to Mo./Yrs.)	Description of Services/Experience	Page Number (Page in your proposal which details this requirement.)
Oakridge Landscape, Inc.	1978-2018	Landscape maintenance construction, erosion control irrigation, concrete & arbor care.	SEC 5
	40+ years		12-20

No. Proposer does not meet the experience requirement as stated above.

- Proposer's on-site supervising employee(s) must have at least three years of experience supervising landscaping services. **Subcontracting is not allowed to meet this requirement.**

Yes. Proposer's onsite supervising employee(s) does meet the experience requirement as stated above. Please complete the chart below

Proposer's on-site supervising employee(s) name	Dates of Experience (Mo./Yrs. to Mo./Yrs.)	Description of Services/Experience	Page Number (Page in your proposal which details this requirement.)
Armando Trinidad	6/1990 - Present	See attached resume	Pg. 4 SEC 3

No. Proposer's onsite supervising employee(s) does not meet the experience requirement as stated above.

3. Proposer must submit a copy of a valid and active State Contractor's Class C-27 (Landscaping Contractor) license. **Subcontracting is not allowed to meet this requirement.**

Yes. Proposer **does** meet the licensing requirement as stated above. Please complete the chart below.

Name of License Holder	Type of License	License No.	Valid/Active Dates
Oakridge Landscape, Inc.	A, B, C27, C-61/D49	798565	Current ---
			Expires 8/31/2019

No. Proposer **does not** meet the license requirement as stated above.

4. Proposer or its Subcontractor(s) must submit a copy of a valid and active State of California Department of Pesticide Regulation Pest Control Business license.

Yes. Proposer or its Subcontractor(s) **does** meet the licensing requirement as stated above. Please complete the chart below.

License Holder's Name	License No.	Valid/Active Dates	Subcontractor
Oakridge Landscape, Inc.	37195	1-26-2018	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		12/21/2019	

No. Proposer and/or its Subcontractor(s) **does not** meet the license requirement as stated above.

5. Proposer or its Subcontractor(s) must submit a copy of a valid and active State of California Department of Pesticide Regulation Qualified Applicator certification.

Yes. Proposer or its Subcontractor(s) **does** meet the certification requirement as stated above. Please complete the chart below.

License Holder's Name	License No.	Valid/Active Dates	Subcontractor
Armando Trinidad	135732	01/01/2018	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		12/31/2019	

No. Proposer or its Subcontractor(s) **does not** meet the certification requirement as stated above.


6. Proposer and its Subcontractor(s) performing prevailing wage work, if any, must submit proof of a valid and active State of California Department of Industrial Relations Public Works Contractor Registration pursuant to Labor Code 1725.5. Pending registrations will not be accepted.

Yes. Proposer and its Subcontractor(s), if any, does meet the registration requirement as stated above. Please complete the chart below.

Registration Name	Registration No.	Valid/Active Dates	Subcontractor
Oakridge Landscape, Inc.	1000008346	06/12/2017	<input type="checkbox"/> Yes
		06/30/2018	<input checked="" type="checkbox"/> No
			<input type="checkbox"/> Yes
			<input type="checkbox"/> No

No. Proposer and its Subcontractor(s), if any, does not meet the registration requirement stated above.

I declare under the penalty of perjury that the information provided above is true and accurate. Proposer further acknowledges that if any false, misleading, incomplete, or deceptively unresponsive statements in connection with this proposal are made, the proposal may be rejected at the sole discretion of the County.

Proposer's Name: Oakridge Landscape, Inc.	
Authorized representative Name: Jeff Myers	
Signature: 	Date: 4/19/18

**STATEMENT OF EQUIPMENT FORM
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES -- NORTH COUNTY (2017-PA006)**

PROPOSER'S NAME: Oakridge Landscape, Inc.
 ADDRESS: 28064 Avenue Stanford Unit #K
 TELEPHONE: 661-295-7228

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT THAT WILL BE DEDICATED AND/OR DESIGNATED PRIMARY BACKUP TO THIS SERVICE

NOTE: Please list only one (1) item per line; DO NOT submit an equipment list in your own format. You may make additional copies of this form if necessary to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON OPERATIONAL	LOCATION	DESIGNATION	
								DEDICATED	PRIMARY BACKUP
Hedge Trimmer	Astron	KT767T	20 07	1140522	Good	Operational	L.A.	X	
Weed Whip	Astron	PK3330W2	2015	247752	Good	Operational	L.A.	X	
Sod Cutter	Classen	SC18/5.5	2005	4316	Good	Operational	L.A.	X	
Hedge Trimmer	Echo	HC233	2007		Good	Operational	L.A.	X	
Blower	Echo	PB413H	2006	02004808	Good	Operational	L.A.	X	
Blower	Echo	PB413H	2006	09006090	Good	Operational	L.A.	X	
Blower	Echo	PB413H	2006	09006408	Good	Operational	L.A.	X	
Blower	Echo	PB413H	2006	PO2311003947	Good	Operational	L.A.	X	
Blower	Echo	PB5003H	2006	PO2311007972	Good	Operational	L.A.	X	
Blower	Echo	PB413H	2006	PO2311008688	Good	Operational	L.A.	X	
Chain Sea, Ext	Echo	PPT261	2006	2001160	Good	Operational	L.A.	X	
Edger	Honda	PG110	2008	1252029	Good	Operational	L.A.	X	
Traller	Honda	FG110	2010	GCALT-1163331	Good	Operational	L.A.	X	
Blower	Echo	PB413H	2006	02004808	Good	Operational	L.A.	X	
Gator	John Deere		2012	W04X2XD014460	Good	Operational	L.A.	X	
Pressure Washer	John Deere	20297	2012	314882	Good	Operational	L.A.	X	
Weed Whip	Kawasaki		2014	327648	Good	Operational	L.A.	X	

**STATEMENT OF EQUIPMENT FORM
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES – NORTH COUNTY (2017-PA006)**

PROPOSER'S NAME: Oakridge Landscape, Inc.
 ADDRESS: 28064 Avenue Stanford Unit #K Valencia, CA. 91355
 TELEPHONE: 661-295-7228

STATE BELOW THE INFORMATION FOR ALL EQUIPMENT THAT WILL BE DEDICATED AND/OR DESIGNATED PRIMARY BACKUP TO THIS SERVICE

NOTE: Please list only one (1) item per line; DO NOT submit an equipment list in your own format. You may make additional copies of this form if necessary to list all equipment.

TYPE OF EQUIPMENT	MAKE OF EQUIPMENT	MODEL	YEAR	SERIAL NUMBER	CONDITION OF EQUIPMENT	OPERATIONAL/ NON OPERATIONAL	LOCATION	DESIGNATION Check one	
								DEDICATED	PRIMARY BACKUP
Weed Whip	Kawasaki		2017	327648	Good	Operational	L.A.	X	
Weed Whip	Kawasaki		2017	47754	Good	Operational	L.A.		X
Weed Whip	Kawasaki		2017	327648	Good	Operational	L.A.	X	
Hedge Trimmer	Kawasaki	KHS750BC	2015	600866	Good	Operational	L.A.		
Hedge Trimmer	Kawasaki	KHS750BC	2015	332662	Good	Operational	L.A.		X
Hedge Trimmer	Kawasaki	KTF27AC-01	2015	600851	Good	Operational	L.A.	X	
Weed Whip	Kawasaki	KTF27AC-01	2015	332688	Good	Operational	L.A.		X
Weed Whip	Kawasaki	KTF27AC-01	2015	327678	Good	Operational	L.A.		X
MOWER	WALK BEHIND		2017		Good	Operational	L.A.	X	
Aerator	Land Pride	CA2572	2017		Good	Operational	L.A.	X	
Sprayer=truck Mount	MTECH	Kawasaki	2014	010506000021	Good	Operational	L.A.		X
Edger	Power Trim	300	2017	475	Good	Operational	L.A.		X
Edger	Power Trim	200	2017		Good	Operational	L.A.	X	
Overseder	Ryan	544873B	2009	5448873B764	Good	Operational	L.A.		X
Aerator	Ryan	Lawnaire IV	2017	120986	Good	Operational	L.A.		X
Renovator	Ryan	Thin 544877	2008	54487700568	Good	Operational	L.A.		X
Weed Whip	Stihl	FS250R	2013	08177069	Good	Operational	L.A.	X	

INTEGRATED PEST MANAGEMENT PROGRAM COMPLIANCE CERTIFICATION


Company Name:	Oakridge Landscape, Inc.		
Company Address:	28064 Avenue Stanford		
City:	Valencia	State:	CA
		Zip Code:	91355
Telephone Number:	661-295-7228	Email address:	jeff@oakridgelandscape.net
Solicitation/Contract for	Services	Landscape maintenance	

PROPOSER CERTIFICATION

The County of Los Angeles is a permittee to a National Pollutant Discharge Elimination System Permit (NPDES Permit) issued by the Los Angeles Regional Water Quality Control Board to reduce or eliminate pollutants moved into surface water through storm water management systems and facilities. One of the conditions of the NPDES Permit is the Integrated Pest Management Program (IPM Program) which was developed to reduce the impact of pesticides and fertilizers to surface water. Among other things, the IPM Program imposes requirements to County Purchasing and Contracting, which are outlined in Exhibit A, Scope of Work, Integrated Pest Management Program Compliance of the proposed Contract. The entire Countywide IPM Program is available at www.lacountyipm.org

Proposer acknowledges and certifies compliance with Exhibit A, Scope of Work, Integrated Pest Management Program Compliance of the proposed Contract and agrees that proposer or a member of its staff performing work under the proposed Contract will be in compliance. Proposer further acknowledges that noncompliance with the County's IPM Program may result in rejection of any proposal, or cancellation of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

Print Name:	Title:
Jeff Myers	President
Signature:	Date:
	4/19/18

**COUNTY OF LOS ANGELES LIVING WAGE PROGRAM
APPLICATION FOR EXEMPTION**

The contract to be awarded pursuant to the County's solicitation is subject to the County of Los Angeles Living Wage Program (LW Program) (Los Angeles County Code, Chapter 2.201). Contractors and subcontractors must apply individually for consideration for an exemption from the LW Program. To apply, Contractors must complete and submit this form with supporting documentation to the County after the Mandatory Proposers Conference by the due date set forth in the solicitation document. Upon review of the submitted Application for Exemption, the County department will determine, in its sole discretion, whether the contractor and/or subcontractor is/are exempt from the LW Program.

Company Name:	
Company Address:	
City:	State: Zip Code:
Telephone Number:	Facsimile Number: Email Address:
Awarding Department:	Contract Term:
Type of Service:	
Contract Dollar Amount:	Contract Number (if any):
My business has received an aggregate sum of less than \$25,000 during the preceding 12 months under one or more Proposition A contracts and/or cafeteria services contracts, including the proposed contract amount	<input type="checkbox"/> Yes <input type="checkbox"/> No

I am requesting an exemption from the LW Program for the following reason(s) (attach all documentation that supports your claim to this form). Please check all that apply:

- My business is subject to a bona fide Collective Bargaining Agreement (attach agreement); AND
 - the Collective Bargaining Agreement expressly provides that it supersedes all of the provisions of the Living Wage Program; OR
 - the Collective Bargaining Agreement expressly provides that it supersedes the following specific provisions of the Living Wage Program (I will comply with all provisions of the Living Wage Program not expressly superseded by my business' Collective Bargaining Agreement):

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct.

PRINT NAME: Jeff Myers	TITLE: President
SIGNATURE: 	DATE: 4/18/18

LIVING WAGE RATE ANNUAL ADJUSTMENTS

The Living Wage Ordinance is applicable to Proposition A and cafeteria services contracts. Employers shall pay employees a Living Wage for their services provided to the county of no less than the hourly rates and effective dates as follows:

Effective Date	Hourly Rate
March 1, 2016	\$13.25
January 1, 2017	\$14.25
January 1, 2018	\$15.00
January 1, 2019	\$15.79

Effective January 1, 2020, the Living Wage rate will be adjusted based on the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the 12-month period preceding July 1 of each year.

The Chief Executive Office (CEO) will issue a memo advising departments of the CPI to be used when determining the Living Wage rate effective January 1, 2020, and every year thereafter.

Instructions to complete PW-2s, Schedule of Prices and LW-8s, Cost Methodology

The Contract's terms and the anniversary of the Living Wage rate increases are not the same dates. For example, the Contract may start from October 1, 2017, and will end September 30, 2018, which covers two different rates of Living Wage.

This means in the same Contract term, for example, the first option term, contractor must adhere to two different rates of Living Wage.

Each Contract term has its own Form PW-2 and Form LW-8.

Important: HOURLY RATE LISTED ON LW-8s MUST BE EITHER THE HIGHER OF THE TWO LIVING WAGE RATE IF CONTRACT TERMS SPANS THROUGH MULTIPLE LIVING WAGE RATE YEARS OR YOU MUST CLEARLY SHOW THE TWO DIFFERENT LIVING WAGE RATES IN THE LW-8s PER EACH YEAR'S RATE.

For example, contractor's term cover from October 1, 2017 to December 31, 2017, the Living Wage rate is \$14.25 and from January 1, 2018 to August 31, 2018, the Living Wage rate is \$15.00, therefore; the Contractor's LW-8 for this period must be \$15.00 or higher or Contractor's LW-8 clearly shows the two rates during those periods.

Each Contract term proposed prices indicated in Form PW-2, Schedule of Prices, must be equal to each Form LW-8.

**COUNTY OF LOS ANGELES
ACKNOWLEDGMENT AND STATEMENT OF COMPLIANCE FOR LIVING WAGE ORDINANCE
AND CONTRACTOR NONRESPONSIBILITY DEBARMENT**

The undersigned individual is the owner or authorized agent (Agent) of the business entity or organization ("Firm") identified below and makes the following statements on behalf of his or her Firm.

The Agent is required to check each of the following two boxes:

LIVING WAGE ORDINANCE:

The Agent has read the County's Living Wage Ordinance (Los Angeles County Code, Section 2.201.010 through 2.201.100), and understands that the Firm is subject to its terms.

CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT ORDINANCE:

The Agent has read the County's Determinations of Contractor Nonresponsibility and Contractor Debarment Ordinance (Los Angeles County Code Section 2.202.010 through 2.202.060), and understands that the Firm is subject to its terms.

LABOR LAW/PAYROLL VIOLATIONS:

A "Labor Law/Payroll Violation" includes violations of any federal, state or local statute, regulation, or ordinance pertaining to wages, hours or working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination.

History of Alleged Labor Law/Payroll Violations (Check One):

- The Firm **HAS NOT** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of the proposal; **OR**
- The Firm **HAS** been named in a complaint, claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation which involves an incident occurring within three (3) years of the date of this proposal. (I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each allegation.)

History of Determinations of Labor Law /Payroll Violations (Check One):

- There **HAS BEEN NO** determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation; **OR**
- There **HAS BEEN** a determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation. I have attached to this form the required Labor/Payroll/Debarment History form with the pertinent information for each violation (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding.) (The County may deduct points from the proposer's final evaluation score ranging from 1% to 20% of the total evaluation points available with the largest deductions occurring for undisclosed violations.)

HISTORY OF DEBARMENT (Check one):

- The Firm **HAS NOT** been debarred by any public entity during the past ten (10) years; **OR**
- The Firm **HAS** been debarred by a public entity within the past ten (10) years. Provide the pertinent information (including each reporting entity name, case number, name and address of claimant, date of incident, date claim opened, and nature and disposition of each violation or finding) on the attached Labor/Payroll/Debarment History form

I declare under penalty of perjury under the laws of the State of California that the above is true, complete and correct.

Owner's/Agent's Authorized Signature	Print Name and Title Jeff Myers, President
Print Name of Firm Oakridge Landscape, Inc.	Date 4/19/18

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
LABOR/PAYROLL/DEBARMENT HISTORY**

The Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

An alleged claim, investigation, or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three years of the date of the proposal.

A determination by a public entity within three years of the date of the proposal that the Firm committed a Labor Law/Payroll Violation.

A debarment by a public entity listed below within the past ten years.

Print Name of Firm: Oakridge Landscape, Inc.	Print Name of Owner: Jeff Myers, President
Print Address of Firm: 28064 Avenue Stanford, Unit K	Owner's/AGENT's Authorized Signature:
City, State, Zip Code Valencia, CA 91355	Print Name and Title:

Public Entity Name	
Public Entity Address:	Street Address:
	City, State, Zip:
Case Number/Date Claim Opened:	Case Number:
	Date Claim Opened:
Name and Address of Claimant:	Name:
	Street Address:
	City, State, Zip:
Description of Work: (e.g., Janitorial)	
Description of Allegation and/or Violation:	
Disposition of Finding: (attach disposition letter) (e.g., Liquidated Damages, Penalties, Debarment, etc.)	

Additional Pages are attached for a total of _____ pages.

GUIDELINES FOR ASSESSMENT OF PROPOSER LABOR LAW/PAYROLL VIOLATIONS

COUNTY DETERMINATION Proposer Name: <u>Oakridge Landscape, Inc.</u> Contracting Department: <u>Maintenance</u> Department Contact Person: <u>Jeff Myers</u> Phone: <u>661-295-7228</u>		RANGE OF DEDUCTION _____ (Deduction is taken from the maximum evaluation points available)	
	Proposer Fully Disclosed	Proposer <i>Did Not</i> Fully Disclose	
MAJOR County determination, based on the Evaluation Criteria, that proposer has a record of very serious violations.*	8 - 10% Consider investigating a finding of proposer non-responsibility**	16 - 20% Consider investigating a finding of proposer non-responsibility**	
SIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of significant violations.*	4 - 7%	8 - 14% Consider investigating a finding of proposer non-responsibility**	
MINOR County determination, based on the Evaluation Criteria, that proposer has a record of relatively minor violations.*	2 - 3%	4 - 6%	
INSIGNIFICANT County determination, based on the Evaluation Criteria, that proposer has a record of very minimal violations.*	0 - 1%	1 - 2%	
NONE County determination, based on the Evaluation Criteria, that proposer does not have a record of violations.*	0	N/A	

Assessment Criteria

* A 'Labor Law/Payroll Violation' includes violations of any Federal, State or local statute, regulation or ordinance pertaining to wages, hours, working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination. The County may deduct points from a proposer's final evaluation score only for Labor Law/Payroll Violations with disposition by a public entity within the past three years of the date of the proposal.

The assessment and determination of whether a violation is major, significant, minor, or insignificant and the assignment of a percentage deduction shall include, but not be limited to, consideration of the following criteria and variables:

- Accuracy in self-reporting by proposer
- Health and/or safety impact
- Number of occurrences
- Identified patterns in occurrences
- Dollar amount of lost/delayed wages
- Assessment of any fines and/or penalties by public entities
- Proportion to the volume and extent of services provided, e.g., number of contracts, number of employees, number of locations, etc.

** County Code Title 2, Chapter 2.202.030 sets forth criteria for making a finding of contractor non-responsibility which are not limited to the above situations.

PROPOSER'S EMPLOYEE BENEFITS

Proposer: Oakridge Landscape, Inc.

Name of Proposer's Health Plan: Anthem EQ HMO

Date: 2018

Medical Insurance/Health Plan:

Employer Pays \$ Balance Employee Pays \$.969% Total Mo. Premium \$ 325.00

Annual Deductible
Employee \$ 500.00 Family \$ 1,500

Coverage (√)

- Hospital Care (In Patient Out Patient)
- X-Ray and Laboratory
- Surgery
- Office Visits
- Pharmacy
- Maternity
- Mental Health/Chemical Dependency, In Patient
- Mental Health/Chemical Dependency, Out Patient

Dental Insurance:

Employer Pays \$ 0 Employee Pays \$ 0 Total Mo. Premium \$ 0

Life Insurance:

Employer Pays \$ 0 Employee Pays \$ 0 Total Mo. Premium \$ 0

Vacation:

Number of Days 0 and

Any increase after 0 years of employment, number of days or hours 0

Sick Leave:

Number of Days 3 and

Any increase after 0 years of employment, number of days or hours 0

Holidays:

Number of Days 0 per year

Retirement:

Employer Pays \$ 0 Employee Pays \$ 0 Total Premium \$ 0

**WAGE AND HOUR RECORD KEEPING FOR LIVING WAGE CONTRACTS
LANDSCAPE AND GROUNDS MAINTENANCE SERVICES – SPECIAL DISTRICTS (2017-PA006)**

INSTRUCTIONS

The contractor selected through this RFP process will be required to comply with State and Federal labor regulations and record keeping requirements. The objective of this questionnaire is to determine the appropriateness, scope, and suitability of the procedures the Proposer uses and the internal controls in place to ensure compliance with State and Federal labor regulations and record keeping requirements. In order to appropriately evaluate this area (Part I, Section 4.D, Evaluation Criteria), it is critical that the Proposer submit a detailed description of the processes and the steps associated with those processes.

Answer all questions thoroughly and in the same sequence as provided below. If a question is not applicable, indicate with "N/A" and explain why such question is not applicable. Provide additional details to ensure a clear picture of the Proposer's processes and controls. As used in this questionnaire, the term Proposer includes the business entity that will provide the proposed services. Attach an actual sample copy of timesheet, paycheck, and pay stub.

**ADDITIONAL PAGES MAY BE ATTACHED OR RESPONSES CAN BE PROVIDED IN A SEPARATE DOCUMENT
IDENTIFY EACH RESPONSE BY THE CORRESPONDING QUESTION NUMBER.**

QUESTION	RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.
<p>1. TRACKING HOURS WORKED</p> <p>1.1. How does the Proposer track employee hours actually worked?</p> <p>1.2. Where do the Proposer's employees report to work at the beginning of their shift? At the work location or a central site with travel to the worksite?</p> <p>1.3. If the employees report to a central site with travel to the worksite, when does the Proposer consider the employees' shift to have started? At a central site or upon arrival at the work location?</p>	<p>1.1. The employees are provided with a time sheet, which is filled out on a daily basis by the foreman and signed by the employee, then they manager will check them for accuracy. Copy of the sign-in sheet is send to the bookkeeping department, to be input into the computer and then send out to a payroll processing company.</p> <p>1.2. All of our employees will report at one of our central locations, where they will be provided transportation to their work-site.</p> <p>1.3. Their shift will start when they sign up at the central location.</p>

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

2. REPORTING TIME

How does the Proposer know employees actually reported to work and at what time?
For example, sign-in sheets, computerized check in, call-in system, or some other method?

2. The employees are provided with a time sheet, which is filled out on a daily basis by the foreman and signed by the employee, then they manager will check them for accuracy. Copy of the sign-in sheet is send to the bookkeeping department, to be input into the computer and then send out to a payroll processing company.

3. RECORDS OF ACTUAL TIME WORKED

- 3.1. What records are created to document the beginning and ending times of employee's actual work shifts?
- 3.2. What records are maintained by the Proposer of actual time worked?
- 3.3. Are the records maintained daily or at another interval (indicate the interval)?
- 3.4. Who creates these records (e.g., employee, supervisor, or office staff)?
- 3.5. Who checks the records, and what are they checking for?
- 3.6. What happens to these records?
- 3.7. Are they used as a source document to create Proposer's payroll?
- 3.8. ATTACH ACTUAL COPIES OF THESE RECORDS (Please blank out any personal information).

3.1. A time sheet are provided and signed by the employee, then verified by the manager.

3.2. A copy of the time sheet is maintain on file.

3.3 All records are maintained daily.

3.4 Employees are provided with a time sheet, which is filled out on a daily basis by the foreman and signed by the employee.

3.5 The manager will check them for accuracy.

3.6 Copy of the sign-in sheet is send to the bookkeeping department.

3.7 Yes.

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

- 4. OTHER RECORDS USED TO CREATE PAYROLL (IF ANY)
- 4.1. If records of actual time worked are not used to create payroll, what is the source document that is used?
- 4.2. Who prepares and who checks the source document?
- 4.3. Does the employee sign it?
- 4.4. Who approves the source document, and what do they compare it with prior to approving it?

N/A

5. BREAKS

- 5.1. How does the Proposer know that employees take mandated breaks and meal breaks (periods)?
- 5.2. Does the Proposer maintain any written supporting documentation to validate that the breaks actually occurred?
- 5.3. If so, who prepares, reviews, and approves such documentation?

- 5.1. Foreman or supervisor will make sure that employees are taking their break.
- 5.2. The employee's signature is on their time sheet.
- 5.3. The foreman Prepares the time-sheet and the manager check for accuracy and approves the records.

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

6. HOW PAYROLL IS PREPARED

- 6.1. Discuss how the Proposer's payroll is prepared and how the Proposer ensures that employee wages are appropriately paid.
- 6.2. How are employees paid (e.g., manually issued check, cash, automated check, or combination of methods)?
- 6.3. If by check, do they receive a single check for straight time and overtime or are separate payments made?
- 6.4. What information is provided on the check (e.g., deductions for taxes, etc.)?
- 6.5. ATTACH A COPY OF A PAY CHECK AND PAY CHECK STUB THAT SHOWS DEDUCTION CATEGORIES (COVER UP OR BLOCK OUT BANK ACCOUNT INFORMATION AND ANY EMPLOYEE INFORMATION).

6.1 Copy of the sign-in sheet is send to the bookkeeping department, to be input into the computer and then send out to a payroll processing company.

6.2 Employees get paid by an automated check.

6.3 They receive a single check with a combination of straight time and overtime.

6.4 All information of deductions (e.g. deductions of taxes, etc.) are included. (see copy of a check and check stub)

6.5 See Attached.

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

7. MANUAL PAYROLL SYSTEM

- 7.1. If the Proposer uses a manual payroll system, describe the steps the person preparing the payroll takes to create a check, starting from the source document through the issuance of a check.
- 7.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the person preparing the payroll calculate total wages paid?

7. N/A

7.2 A new wage rate starts when the last wage rate finished, this included the travel time, and if the shift with a County Living Wage Contract wage rate finished after 3 hours the new wage rate starts and will included the travel time.

8. AUTOMATED PAYROLL SYSTEM

- 8.1. If the Proposer uses an automated payroll system or contracts for such automated payroll services to an outside firm, describe the steps taken to prepare the payroll.
- 8.2. If the employee has multiple wage rates (i.e., County's Living Wage rate for County work and the Proposer's standard rate for other non-County work), how does the automated payroll system calculate total wages paid?
- 8.3. Is the calculation embedded in the software program, or does someone have to override the system to perform the calculation?

8.1. The hours worked by employees are input into a computer system, and then it's send electronically to an outside payroll company for processing.

8.2. A new wage rate starts when the last wage rate finished, this included the travel time, County Living Wage Contract wage rate or new wage rate.

8.3 All employee's wages are calculated by a computer software embedded in the system and employees get pay according to those wages rates.

RESPOND HERE OR ATTACHED NUMBERED RESPONSES IF MORE SPACE IS NEEDED.

QUESTION

9. TRAVEL TIME

- 9.1. How is travel time during an employee's shift paid?
- 9.2. At what rate is such travel time paid if the employee has multiple wage rates?
- 9.3. Discuss how the Proposer calculates the day's wages for each situation described in the following two examples:
 - a. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are paid at a different rate than the County's Living Wage rate.
 - b. During a single shift, an employee works three hours at a work location under a County Living Wage contract, then travels an hour to another work location to work four hours, where they are also paid the County's Living Wage rate.

9.1 All travel time is paid according to the wages of the job they are going to.

9.2 If the shift is with a County Living Wage Contract the wage rate starts and will included the travel time.

- 9.3
 - a. The traveling time to the County Living Wage is paid at same rate as the County Living Wage rate. When the three hours finish, the rate finish and a new rate including the one hour traveling time will start.
 - b. The three hours plus the one hour traveling time as well as the 4 hours in another location with the same County's Living Wage rate will be paid at the same rate.


10. OVERTIME

- 10.1. How does the Proposer calculate overtime wages?
- 10.2. What if the employee has multiple wage rates?

10.1 Any time an employee works more than 8 hours, overtime wages are paid, regardless the wages rate.

10.2 The overtime rate is paid according to the wage rate in which the overtime is worked, if the over time is worked under the County's Living Wage rate, the overtime will be paid at 1. 1/2 per hour of the County's Living Wage rate.

PRINT NAME: Jeff Myers

SIGNATURE: 

COMPANY: Oakridge Landscape, Inc.

DATE: 4/19/18

CO. FILE DEPT. CLOCK VCHR. NO. 070
 VRF 101274 000000 0000270057 1

Earnings Statement



OAKRIDGE LANDSCAPE
 28064 AVENUE STANFORD UNIT # K
 VALENCIA, CA 91355

Period Beginning: 06/22/2014
 Period Ending: 06/28/2014
 Pay Date: 07/03/2014

Taxable Marital Status: Married
 Exemptions/Allowances:
 Federal: 1
 CA: 1

Social Security Number: XXX-XX-4215

Earnings	rate	hours	this period	year to date
Regular	22.0000	40.00	880.00	20,928.00
Gross Pay			\$880.00	20,928.00

Deductions	Statutory		
Federal Income Tax		-78.78	1,721.34
Social Security Tax		-54.56	1,297.54
Medicare Tax		-12.76	303.46
CA State Income Tax		-14.75	303.41
CA SUI/SDI Tax		-8.80	209.28
Net Pay		\$710.35	
Checking 1		-710.35	
Net Check		\$0.00	

Your federal taxable wages this period are \$880.00

© 1996, 2006, ADP, Inc. All Rights Reserved.

TEAR HERE

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

OAKRIDGE LANDSCAPE
 28064 AVENUE STANFORD UNIT # K
 VALENCIA, CA 91355

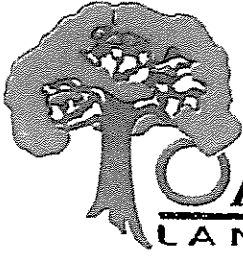
Advice number: 00000270057
 Pay date: 07/03/2014

Deposited to the account of _____

account number: xxxxxx0695 transit ABA: xxxx xxxx amount: \$710.35

THIS IS NOT A CHECK

NON-NEGOTIABLE



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

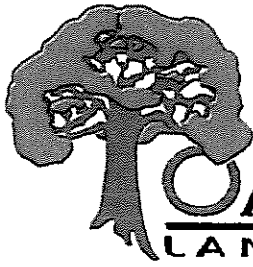
II . Schedule of Prices

REFER TO **EXHIBIT A.1**

SCHEDULE OF PRICES

FORMS PW-2.1C TO PW-2.5C

PAGES 1-17



OAKRIDGE
LANDSCAPE, INC.

"Your eyes and ears onsite"

BUSINESS PROPOSAL
FOR
LANDSCAPE AND GROUNDS
MAINTENANCE SERVICES

12 . Staffing Plan and Cost

Oakridge Landscape, Inc.
28064 Avenue Stanford, Unit K
Valencia, CA 91355
Ron McRae, Direct: 818-404-5250

REQUEST FOR PROPOSALS FOR LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY (2018-PA023)

Please note, where any employees is shown to be working less than 8 hours per day, that employee is in fact a full time employee, however his time may be split among various zones or other properties.

REFER TO EXHIBIT A.2

STAFFING PLAN AND COST METHODOLOGY

FORMS LW-8.1 TO LW-8.4

PAGES 1-4

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
 PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION
 LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY GROUP C**

SELECTED FIRM

Small-Sized Business Category Contractor Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
None	/	/	/	/	/	/
Medium-Sized Business Category Contractor Name						
None	/	/	/	/	/	/
Large-Sized Business Category Contractor Name						
<i>Oakridge Landscape, Inc.</i>	n/a	n/a	n/a	n/a	n/a	n/a

NON-SELECTED FIRMS

Small-Sized Business Category Contractor Name	Local SBE	SBE	Minority	Women	Disadvantaged	DisabledVet
None	/	/	/	/	/	/
Medium-Sized Business Category Contractor Name						
<i>Rich Meier's Landscaping, Inc.</i>	n/a	n/a	n/a	n/a	n/a	n/a
Large-Sized Business Category Contractor Name						
<i>BrightView Landscapes, Inc.</i>	n/a	n/a	n/a	n/a	n/a	n/a

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS
 PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION
 LANDSCAPE MAINTENANCE SERVICES FOR NORTH COUNTY GROUP C**

FIRM INFORMATION*		OAKRIDGE LANDSCAPE, INC.	BRIGHTVIEW LANDSCAPES, INC.	RICH MEIER'S LANDSCAPING, INC.
BUSINESS STRUCTURE		Corporation	Corporation	Corporation
CULTURAL/ETHNIC COMPOSITION		NUMBER/% OF OWNERSHIP		
OWNERS/PARTNERS	Black/African American	0	0	0
	Hispanic/Latino	1/10%	2/28.6%	1/51%
	Asian or Pacific Islander	0	0	0
	American Indian	0	0	0
	Filipino	0	0	0
	White	1/90%	5/71.4%	1/49%
	Female (included above)	0	1/14.3%	1/51%
MANAGER	Black/African American	0	60	0
	Hispanic/Latino	11	434	2
	Asian or Pacific Islander	0	9	0
	American Indian	0	1	0
	Filipino	0	0	0
	White	6	1,290	1
	Female (included above)	1	160	0
STAFF	Black/African American	0	1,316	0
	Hispanic/Latino	186	10,043	38
	Asian or Pacific Islander	2	136	0
	American Indian	0	18	2
	Filipino	0	0	0
	White	19	3,592	13
	Female (included above)	17	1,001	3
Total # of Employees:		224	16,899	56
COUNTY CERTIFICATION				
CBE		N	N	N
LSBE		N	N	N
OTHER CERTIFYING AGENCY		N/A	N/A	N/A

*Information provided by Proposers in response to the RFP. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

DOING BUSINESS WITH US

County Home

Home

E-mail

FAQ


L.A. county
 ONLINE

To Enrich Lives Through Effective and Caring Service
**Search for an
Open Bid**

 A B C D E F
 G H I J K L
 M N O P Q R
 S T U V W X
 Y Z All

Search By

Sort By

Bid Detail Information
Bid Number : PW-BRCD005

Bid Title : Landscape Maintenance Services for North County

Bid Type : Service

Department : Public Works

Commodity : GROUNDS MAINTENANCE: MOWING, EDGING, PLANT (NOT TREE) TRIMMING, ETC.

Open Date : 3/28/2018

Closing Date : 4/24/2018 5:30 PM

Bid Amount : \$ 1,025,000

Bid Download : Not Available

Bid Description : PLEASE TAKE NOTICE that Public Works requests proposals for three Landscape Maintenance Services for North County (2018-PA023) contracts. Each of the three contracts shall have a maximum potential contract term of 4 years consisting of an initial 1 year term with additional potential three 1 year renewal options. The total estimated annual contract amounts for these services contract groups and their respective landscape maintenance zones are as follows: \$225,000 for Group A; \$500,000 for Group B; and \$300,000 for Group C. The Request for Proposals (RFP) with contract specifications, forms, and instructions for preparing and submitting proposals may be accessed at <http://dpw.lacounty.gov/brcd/servicecontracts/> or may be requested from Mr. Danny Medina at (626) 458-4080 or dmedina@dpw.lacounty.gov or Ms. Ani Karapetyan at (626) 458-4050 or akarapetyan@dpw.lacounty.gov, Monday through Thursday, 7 a.m. to 5 p.m.

PLEASE CHECK THE WEBSITE FREQUENTLY FOR ANY CHANGES TO THIS SOLICITATION. ALL ADDENDA AND INFORMATIONAL UPDATES WILL BE POSTED AT <http://dpw.lacounty.gov/brcd/servicecontracts>.

Public Works Business Opportunities Website Registration:

All interested proposers for this RFP are strongly encouraged to register at <http://dpw.lacounty.gov/general/contracts/opportunities/>. Only those firms registered for this RFP through the website will receive automatic notification when any update to this RFP is made. The County does not have an obligation to notify any proposers other than through the Public Works website's automatic notification system.

Doing Business with Local Small Business Enterprise, Disabled Veteran Business Enterprise, and Social Enterprise:

The County strongly encourages participation from firms, primes, and subcontractors, which are certified in the Countys Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE) Preference Programs. The Countys LSBE, DVBE, and SE Preference Programs require firms to complete a certification process to receive certain benefits allowed only for LSBE, DVBE, and SE, such as a 15 percent price preference, not to exceed \$150,000, when applicable, and LSBE Prompt Payment Program. The following link provides additional information on being County certified LSBE, DVBE, and SE: <http://dcba.lacounty.gov>.

Public Works intends to award three service contracts, one for each Group of landscape maintenance zones identified as Groups A, B, and C. Each Group will be evaluated and awarded independently. Proposers may submit a proposal for one, two, or all three service Groups. Each proposal must